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College of Optometry Student Handbook July 2002

Nova Southeastern University

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Student Handbook

**College of Optometry
July 2002**

Nova Southeastern University

Student Handbook

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees.

Policies and programs set forth in this handbook are effective through the academic year 2002–2003. Changes in the content of the *Student Handbook* may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This *Student Handbook* supercedes all previous handbooks, documents, and directives where they may be in conflict. The *Student Handbook* is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

The university recognizes that individual programs require different times for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks carry this information. Students should refer to their individual program center's catalog for further information about academic programs, policies, and procedures.

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Message from the President



Nova Southeastern University is Florida's largest independent university based on enrollment and one of the 12th largest independent institutions in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that is 38 years young.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 19,000 students enrolled in 16 academic centers, with programs offered in 22 states and many foreign countries. The university boasts more than 73,000 alumni. More than 7,000 students attend classes on our 250-acre main campus.

The university's sustained growth is due in large part to its exploration of alternative strategies in educating professionals and its commitment to excellence in academics, clinical training, community service, and well-rounded opportunities for all students. The essence of NSU is collaboration at all levels and with diverse partners.

As you pursue your studies at Nova Southeastern University, you are welcomed as a member of the university community. Along with your membership to the university community comes many rights and responsibilities. This *Student Handbook* outlines these rights and responsibilities, university policies and procedures, and university resources.

We look forward to a lifelong partnership with you, our student. The entire NSU community is dedicated to providing service and academic excellence to you as you continue on the road to graduation and your success in the new millennium.

Ray Ferrero, Jr.
President

**Overview of
Nova Southeastern University**



Nova Southeastern University

Mission Statement

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high-quality educational programs of distinction from preschool through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The university fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.

History

Nova Southeastern University (NSU) is a nonprofit, fully accredited, coeducational institution. It was founded in 1964 as Nova University of Advanced Technology. In 1974, the Board of Trustees changed the university's name to Nova University. In 1994, Nova University merged with Southeastern University of the Health Sciences to form Nova Southeastern University.

NSU is well known for innovation and quality in both traditional and distance education. The university serves large numbers of adult students and a growing population of traditional undergraduates. To date, the institution has produced more than 73,000 alumni.

Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with more than 19,000 students and is among the 12th largest independent institutions nationally. NSU is one of 142 colleges and universities statewide, and one of 63 independent not-for-profit four-year institutions in Florida.

The university awards bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 19 undergraduate majors through the Farquhar Center for Undergraduate Studies.

Nova Southeastern University has the only college of osteopathic medicine in the southeastern United States, the only college of optometry in Florida, and the only colleges of pharmacy and dentistry in South Florida. The institution also enjoys an excellent reputation for its programs for families offered through the Mailman Segal Institute for Early Childhood Studies and University School, including innovative parenting, preschool, primary, and secondary education programs. The University School of Nova Southeastern University, a fully accredited independent college preparatory day school, enrolls students in prekindergarten through 12th grade and operates from NSU's main campus in Fort Lauderdale.

NSU's programs are administered through academic centers that offer courses at campuses in Fort Lauderdale, North Miami Beach, and Dania Beach, as well as at locations throughout Florida, across the nation, and at selected international sites. Despite the geographic diversity of sites where classes are offered, 82 percent of the student body attends classes in Florida. More than two-thirds of all students enrolled attend classes in the tri-county area (i.e., Miami-Dade, Broward, and Palm Beach Counties). With an annual budget of approximately \$280 million in 2000–2001, Nova Southeastern University also has a significant economic impact on the surrounding community. A recent NSU study revealed that the university and its students and employees contributed more than \$731 million to the Florida economy during fiscal year 2000–2001.

University Administrators

Ray Ferrero, Jr., J.D.
President

Joel S. Berman, J.D.
Vice President for Legal Affairs

Douglas G. Buck, D.P.A.
Associate Vice President for Human Resources

Ronald J. Chenail, Ph.D.
Assistant to the President for Academic Affairs

George L. Hanbury II, Ph.D.
Executive Vice President for Administration

W. David Heron, M.B.A., CPA
Vice President for Finance

Marilyn Johnson, Ed.D.
Vice President for Institutional Advancement

Frederick Lippman, R.Ph.
*Executive Vice Chancellor and Provost,
Health Professions Division*

John Losak, Ph.D.
Vice President for Research and Planning

Virginia McLain, M.S.
Associate Vice President for Information Technologies

Donald E. Riggs, M.L.S., Ed.D.
*Vice President for Information Services
and University Librarian*

John J. Santulli II, M.B.A.
Associate Vice President for Facilities Management

Morton Terry, D.O.
Chancellor, Health Professions Division

Brad A. Williams, Ed.D.
Dean of Student Affairs

Council of Deans

Jerome Chermak, Ed.D.—University School

Raul Cuadrado, Dr.P.H., Ph.D.—Health Professions Division, College of Allied Health

Richard Dodge, Ph.D.—Oceanographic Center

Norma Goonen, Ed.D.—Farquhar Center for Undergraduate Studies

Joseph Harbaugh, LL.M.—Shepard Broad Law Center

William Hardigan, Ph.D.—Health Professions Division, College of Pharmacy

Harold Laubach, Ph.D.—Health Professions Division, College of Medical Sciences

Ronald Levant, Ed.D.—Center for Psychological Studies

Edward Lieblein, Ph.D.—Graduate School of Computer and Information Sciences

David Loshin, O.D., Ph.D.—Health Professions Division, College of Optometry

Wendy Masi, Ph.D.—Mailman Segal Institute for Early Childhood Studies

Robert Uchin, D.D.S.—Health Professions Division, College of Dental Medicine

Randolph A. Pohlman, Ph.D.—Wayne Huizenga Graduate School of Business
and Entrepreneurship

Anthony Silvagni, D.O., Pharm.D.—Health Professions Division, College of Osteopathic Medicine

H. Wells Singleton, Ph.D.—Fischler Graduate School of Education and Human Services

Honggang Yang, Ph.D.—Graduate School of Humanities and Social Sciences

Centers, Colleges, and Schools

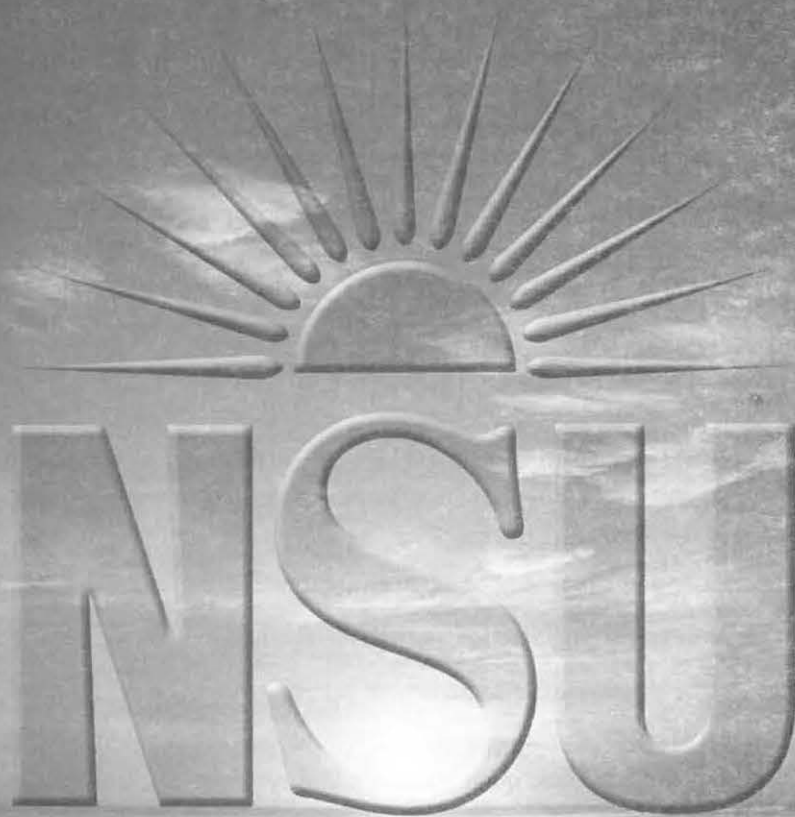
- Center for Psychological Studies, (954) 262-5750
- College of Allied Health, (954) 262-1205
- College of Dental Medicine, (954) 262-7319
- College of Medical Sciences, (954) 262-1301
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- Farquhar Center for Undergraduate Studies, (954) 262-8000
- Fischler Graduate School of Education and Human Services, (954) 262-8500
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- Mailman Segal Institute for Early Childhood Studies, (954) 262-6900
- Oceanographic Center, (954) 262-3600
- Shepard Broad Law Center, (954) 262-6100
- University School, Middle and Upper School, (954) 262-4400; Lower School, (954) 262-4500
- Wayne Huizenga Graduate School of Business and Entrepreneurship, (954) 262-5000

Professional Accreditations

- Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.
- The Shepard Broad Law Center is accredited by the Council of the American Bar Association Section of Legal Education and Admissions to the Bar (750 N. Lake Shore Drive, Chicago, IL 60611; telephone number: (312) 988-6738). The Law Center is a member of the Association of American Law Schools (AALS).
- The College of Osteopathic Medicine is accredited by the Bureau of Professional Education of the American Osteopathic Association and is a member of the American Association of Colleges of Osteopathic Medicine.
- The Doctor of Pharmacy Program is accredited by the American Council on Pharmaceutical Education, 311 West Superior Street, Suite 512, Chicago, IL 60610 (telephone number: (312) 664-3575, 800-533-3606; fax: (312) 664-4652.) The College of Pharmacy is a member of the American Association of Colleges of Pharmacy.
- The College of Optometry is accredited by the Council on Optometric Education of the American Optometric Association and is a member of the Association of Schools and Colleges of Optometry.

- The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education.
- College of Dental Medicine programs in dentistry, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prosthodontics are accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the United States Department of Education and can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.
- The Physical Therapy Program is accredited by the Commission on Accreditation for Physical Therapy Education of the American Physical Therapy Association.
- The Physician Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs.
- The clinical psychology doctoral programs of the Center for Psychological Studies are accredited by the American Psychological Association (APA). The center also has two predoctoral internship programs. One is accredited by the APA and a second is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). The APA and the Florida Department of Health have approved the awarding of continuing education credits by the center.
- The Master of Public Health Program has pre-accreditation status with the Council on Education in Public Health (CEPH).
- The Mailman Segal Institute for Early Childhood Studies' preschool is accredited by the National Association for the Education of Young Children.
- The Graduate School of Humanities and Social Sciences, Master of Science Degree Program in Family Therapy is fully accredited by the Commission on Accreditation for Marriage and Family Therapy Training and Education (COAMITE) of the American Association for Marriage and Family Therapy (AAMFT). The Doctoral Degree Program in Family Therapy is a candidate for accreditation by the COAMITE of AAMFT.
- Nova Southeastern University's bachelor's, master's, and doctoral degrees offered in a variety of fields of business and administration are accredited by the International Assembly for Collegiate Business Education.
- The Master's Degree Program in Speech-Language Pathology, offered through the Fischler Graduate School of Education and Human Services, is approved by the Florida Department of Education and accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA). The audiology doctorate (Au.D.) has received candidacy status from the Council on Academic Accreditation of ASHA.
- University School (grades Pre-K–12) is accredited by the Southern Association of Colleges and Schools, the Florida Kindergarten Council, and the Association of Independent Schools of Florida. It was accredited as an elementary and secondary school for the first time by SACS in 1973 and reaffirmed in 1993.

**Student Rights
and Responsibilities**



Student Rights and Responsibilities

Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership.

Code of Student Conduct

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university or with the rights of other members of the university cannot be tolerated. Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the university retains the power to maintain order within the university and to exclude those who are disruptive of the educational process.

In support of this, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college, center, or school. Violations of conduct standards, supplementary standards, university policies, and/or procedures will be handled by the Office of the Dean of Student Affairs or by the individual academic college, center, or school as appropriate.

Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs Web site.

Nova Southeastern University Statement of Student Rights and Responsibilities

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to ensure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- the rights of personal and intellectual freedom, which are fundamental to the idea of a university
- scrupulous respect for the equal rights and dignity of others
- dedication to the scholarly and educational purposes of the university and participation in promoting and ensuring the academic quality and credibility of the institution

Students are responsible for obtaining, learning, and observing the established university and academic center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution, as well as those of Broward County and the state of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

A. Academic Standards

The university expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include

1. Original Work:

Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author but, if that is the case, those ideas or words must be indicated in a manner consistent with a university-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination.

2. Referencing the Works of Another Author:

All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards (see above) is considered plagiarism at Nova Southeastern University.

3. Tendering of Information:

All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

4. Acts Prohibited:

Students should avoid any impropriety or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to

- plagiarism
- any form of cheating
- conspiracy to commit academic dishonesty
- misrepresentation
- bribery in an attempt to gain an academic advantage
- forging or altering documents or credentials
- knowingly furnishing false information to the institution

5. Additional Matters of Ethical Concern:

Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

B. Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws.

Violations of conduct standards include, but are not limited to

- a. theft
 - b. vandalism
 - c. disruptive behavior/disorderly conduct
 - d. physical assault
 - e. gambling
 - f. possession or use of firearms, fireworks, explosives, or other dangerous substances or items
 - g. possession, transfer, sale, or use of illicit drugs
 - h. appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals
 - i. violations of housing regulations
 - j. violations of university policies and procedures
 - k. any act or conspiracy to commit an act that is harassing or abusive or that invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group
 - l. threats of or actual damage to property or physical harm to others
 - m. any activity that may be construed as hazing ("hazing" is defined as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university)
 - n. failure to pay tuition and fees in a timely manner
2. Students must have authorization from the university to have access to university documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the Code of Ethics for Computer Usage. The university and each center or program may prescribe additional standards for student conduct. Additions or changes to the standards for student conduct will be posted on the center and/or Student Affairs Web site.

D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately

suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, including expulsion from the university. Violations of academic standards will be handled through the student's academic college, school, or center. Violations of conduct or supplementary standards will be handled by the Office of the Dean of Student Affairs or by the individual academic college, school, or center as determined by the appropriate dean.

Sanctions

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures, one or more of the following sanctions may be imposed:

1. Expulsion:

Permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus visiting privileges.

2. Suspension:

Mandatory separation from the university for a period of time specified in an order of suspension. An application for readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus visiting privileges unless specific permission is granted by the dean of student affairs or designee.

3. Temporary Suspension:

Action taken by the dean of student affairs/associate dean of student affairs, which requires a student's temporary separation from the university until a final determination is made of whether or not a student is in violation of the Code of Student Conduct and Academic Responsibility.

4. Final Disciplinary Probation:

A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of university standards, under which the following conditions exist:

- a. The sanction is for the remainder of the student's career and may be reviewed by the dean of student affairs no sooner than two regular academic semesters or equivalent after the sanction is imposed.

After two semesters in attendance, a student may initiate a request in writing for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.

- b. Another violation of the Code of Student Conduct and Academic Responsibility will at a minimum result in suspension.

5. Disciplinary Probation:

A disciplinary sanction serving notice to a student that her/his behavior is in serious violation of university standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

6. Disciplinary Warning:

A disciplinary sanction serving notice to a student that her/his behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance after which it is expunged from the student's file.

7. Verbal Warning:

A verbal warning is a verbal admonition to the student by a university staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time after which it is expunged from the student's file.

8. Fines:

Penalty fees payable to the university for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.

9. Restitution:

Payment made for damages or losses to the university, as directed by the adjudicating body.

10. Restriction or Revocation of Privileges:

Temporary or permanent loss of privileges, including but not limited to the use of a particular university facility, visitation privileges, and parking privileges.

11. Termination or Change of Residence Hall Agreement/Accommodation:

A disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the dean of student affairs/associate dean of student affairs/director of residential life or designee.

12. Counseling Intervention:

When extreme behavior indicates that counseling may be beneficial, the student may be referred to counseling.

13. Other Appropriate Action:

Disciplinary action not specifically outlined above, but approved through the dean of student affairs/associate dean of student affairs or designee.

14. Parent/Legal Guardian Notification:

University personnel may at times of extreme concern for a student's welfare notify parent(s) or legal guardian(s) of a student under 21 years of age in writing or by phone when alcohol or drug violations of university policy occur.

Appeal Process

An appeal of disciplinary action taken by the Office of the Dean of Student Affairs or its designee must be made in writing to the dean of student affairs within 72 hours of the receipt of the written disposition of the hearing. In appealing a disciplinary decision, the appeal must fall into one of the following categories:

1. The student has new evidence that was not available prior to the original hearing.
2. The disciplinary process was not adhered to during the student's hearing.
3. The sanction(s) do not relate appropriately to the violation.

A written decision will be provided by the dean of student affairs within a reasonable amount of time from receipt of the appeal request. The decision of the dean of student affairs will be final. For appeals of disciplinary action taken by individual colleges, centers, or schools, please consult the academic section of this handbook related to this area and/or academic dean or designee.

**Specific University
Policies and Procedures**



Specific University Policies and Procedures

Admissions Policy

Please refer to the specific admission policies and procedures for each individual center, college, or school.

In general, students are provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admission office). Students who have an unpaid balance 30 days from the start of the term will be assessed a \$50 fee.

Alcohol Policy

The policy governing the use of alcohol by students at Nova Southeastern University is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons not of legal age. The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by persons less than 21 years of age.

1. The university will not authorize the use of student activity fees or other student funds collected and administered by the university to provide alcoholic beverages for any student event. Exceptions to this prohibition may be granted by the president or an appropriate designee.
2. The sale, delivery, possession, and consumption of alcoholic beverages on any property owned and controlled by the university is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.
3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the *Residential Living Guide*. All authorized guests of legal age who visit a university housing unit may enjoy the drinking privileges accorded the residents of that housing unit.
4. The president, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.
5. The use of alcoholic beverages off campus by students of legal drinking age is permissible; however, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in probation, suspension, or expulsion.

Guidelines for the Use of Alcohol at University Student Events

1. Nova Southeastern University functions that are student oriented may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Dean of Student Affairs.
2. Entry fees may be charged, but this fee is only for admission to the event.
3. One-quarter hour before the approved ending time listed on the exemption, ticket sales will stop.
4. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
5. An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the entire event. This food and beverage will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined by the director of the student union.
6. No organization or individual can purchase beer or wine for an event. All beer and wine must be purchased and served by the Office of the Dean of Student Affairs. All proceeds from ticket sales will be deposited with the Office of the Dean of Student Affairs. No other alcohol is permitted.
7. The director of the student union or designee will be present during an event at which beer and wine are served. If he/she is not available, then a university employee will be designated by the Office of the Dean of Student Affairs. The organizational contact of the event must be present during the entire event as a point of contact for the director of the student union or designee.
8. The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with all other university policies.
9. Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Dean of Student Affairs, screening persons entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol before or during the event.
10. Under no circumstances should anyone be coerced to drink alcohol. This means no drinking games, contests, or events that encourage excessive drinking.
11. It will be at the discretion of the Office of the Dean of Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.
12. Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Dean of Student Affairs for review. The university can take disciplinary actions as a result of violations to these guidelines.

Acceptable Use of Computing Resources

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Nova Southeastern University. It applies to all users of the university's computing resources including students, faculty and staff members, alumni, and guests of the university. Computing resources include all computers, related equipment, software, data, and local area networks for which the university is responsible, as well as networks throughout the world to which the university provides computer access.

The computing resources of Nova Southeastern University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. All users must have proper authorization for the use of the university's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of the university's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable university policies and applicable state and federal laws. Important laws include the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act of 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU copyright policy may be examined in the Office of Academic Affairs.

Policy violations generally fall into five categories that involve the use of computing resources:

1. For purposes other than the university's programs of instruction and research and the legitimate business of the university
2. To harass, threaten, or otherwise cause harm to specific individuals or classes of individuals
3. To impede, interfere with, or otherwise cause harm to the activities of others
4. To download, post, or install to the university computers, or to transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution
5. To recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the above five categories include

- using computer resources for personal reasons
- sending email on matters not concerning the legitimate business of the university
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
- propagating electronic chain mail, pyramid schemes, or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password, regardless of how the password was obtained

- copying a graphical image from a Web site without permission
- posting a university site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing a virus, worm, or other program that damages or otherwise harms a system or network
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the university
- viewing, distributing, downloading, posting, or transporting child or any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes
- using university resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up Web servers for illegal, commercial, or profit-making purposes)
- violating federal copyright laws or the NSU copyright policy
- using university resources for unauthorized purposes (e.g., using personal computers connected to the campus network to set up Web servers for illegal, commercial, or profit-making purposes)
- violating federal copyright laws or the NSU copyright policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Assistant to the President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation with the university. In cases where a user violates any of the terms of this policy, the university may, in addition to the other remedies, temporarily or permanently deny access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Access to NSU Online Systems

In order to access the university's computing resources, all Nova Southeastern University students must provide their own Internet access service through a suitable Internet service provider.

Acceptance of Professional Fees

The activities of students in any other profession, position, or vocation are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, public health, law, psychology, counseling, audiology, and/or education. It is a violation of the law and contrary to the policy of this university for any unlicensed person to engage in the professional practice of health care, law, psychology, audiology, and/or education. Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by the law (not appropriate in the College of Osteopathic Medicine—see college specific policies).

Arson

No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of the university or the personal property of any member of the university community.

Bomb Threats

The placement of a bomb threat is an intolerable violation of university policy, which will result in expulsion from the university.

Breaking and Entering

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.

Campus Security Report

Nova Southeastern University, through the Public Safety Department, publishes on an annual basis the Campus Security Report, which includes security policies, procedures, practices, and statistics for offenses. Information is also available on the NSU public safety Web site at www.nova.edu/cwis/pubsafety.

Closing Hours

No student is permitted to enter or remain in any university building or facility, including the swimming pool, or in the academic areas of the university, after normal closing hours, unless written approval to do so has been obtained in advance from authorized university personnel.

Communicable Diseases Guidelines

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the university to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease are subject to the guidelines listed below. The university will be flexible in its response to incidents of communicable diseases, evaluating each occurrence in light of this policy and current available medical information.

- The university will make available to the university community information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.
- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.
- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from his/her treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, school, or center.

- Within reason, the university will make accommodations to the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, or poses a reasonable threat to the health and safety of those around him/her.

In the event that a student has a concern about the potential for the spread of a communicable disease within the university community, those concerns should be brought to the Office of the Dean of Student Affairs for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the university community by an infected person, the Office of the Dean of Student Affairs will, after notification of the issues presented to the university president, contact the Center for Disease Control and/or Broward Health Department for recommendations of appropriate action consistent with state law.

Complicity

Students associated with, or present during, the commission of an act(s) by another, which constitutes a violation of university policy, may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

Computing Account Security Agreement

Nova Southeastern University (NSU) has adopted the following Computing Account Security Agreement, which outlines your responsibilities for securing and using an official NSU computing account. Use of an NSU computing account requires your acceptance of the policy terms and conditions stated below.

1. You must agree to abide by the NSU Policy on Acceptable Use of Computing Resources, which can be found online at www.nova.edu/common-lib/policies.
2. You must not share your account with other individuals for any reason. Your computer account is to be used only by you.
3. The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others. Examples of acceptable passwords are: 29py94ju, as76df98, 98df7gh6.
4. NSU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.
5. NSU is not responsible for the loss of any files, documents, or electronic mail you may store online. It is your responsibility to make backups of your files.
6. If you do not access your account for a period of six months, it will be deleted from the system.
7. Inappropriate conduct and violations of this agreement will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Assistant to the President for Academic Affairs, or the Office of Human Resources) depending on the individual's affilia-

tion to the university. In cases where a user violates any of the terms of this agreement, the university may, in addition to other remedies, temporarily or permanently deny access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Related policies that also apply to Web pages are as follows:

1. General policies: Policy on Acceptable Use of Computing Resources, Copyright and Patent Policy, Computing Account Security Agreement
2. Student-related: Code of Student Conduct and Academic Responsibility
3. Faculty/administrator-related: *Faculty Policy Manual*
4. Staff-related: *Employee Handbook*

Contracting on Behalf of the University

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without proper authorization, are subject to disciplinary action that will result in a hold being placed on university records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the university by a student without proper authorization is void.

Consensual Relations Between Faculty Members and Students

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are discouraged (see center specific policies and procedures for any additional information).

Disabilities

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any activity, service, or program of the university solely by reason of his or her disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in Nova Southeastern University's programs shall be provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

Student requests for accommodation will be considered on an individual basis. Each student with a disability should discuss his or her needs with the disability service representative in his or her academic center, college, or school before the commencement of classes. For the name and contact information of the disability support services representative at your academic center, college, or school, contact the Office of the Dean of Student Affairs at (954) 262-7280.

Requests for accommodation must be made in writing to the disability service representative in the student's academic center, college, or school and be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the disability service representative in consultation with the appropriate program director and/or faculty member, he or

she may appeal the decision through that center's, college's, or school's appellate process. If the issue cannot be satisfactorily resolved at the center, college, or school level, the student may appeal in writing no later than 10 days after the final decision to the university's Academic Accommodation Appellate Committee, which consists of the university's ADA coordinator and representatives from at least four different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will also review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Academic Accommodation Appellate Committee is final and binding upon the student without further appeal.

Academic Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the ADA coordinator shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

- any recording of the meeting, except official minutes
- legal counsel
- uninvited guests

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association of Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.

Discriminatory Conduct

Discriminatory conduct based on such factors as race, color, religion, national origin, sex, disability, age, or political beliefs is unacceptable in the university. In the event a student feels discriminated against by another student, she/he should contact her/his appropriate academic center representative or the Office of the Dean of Student Affairs at (954) 262-7280. Students may also want to refer to the Grievance Procedures for Nonacademic Disputes.

Nondiscrimination Statement

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Drug-Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C. F. R., part 86), Nova Southeastern University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on property owned or controlled by Nova Southeastern University and as a part of any of its activities (see Controlled Substances Chart in Appendix I). The term "illicit drugs" refers to all illegal drugs, and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician. No Nova Southeastern University student is to report to work or school while under the influence of illicit drugs or alcohol. Possession of paraphernalia for illegal drug use, or taking a prescription that does not belong to you, are also prohibited.

There are serious health risks associated with the abuse of drugs and alcohol. If a student has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

NSU Programs

Student Counseling Service (Counseling services are available to all but CPS students. CPS students should consult the CPS specific policies and procedures section of the handbook.) For an appointment, contact the Office of Recreation and Wellness at (954) 262-7301.

Community Programs

Department of Children and Families
Substance Abuse Program Office
1317 Winewood Boulevard, Bldg. 6, Third Floor
Tallahassee, Florida 32399-0700
(850) 487-2920
Alcoholics Anonymous: (954) 462-0265
Narcotics Anonymous: (954) 476-9297

When a student uses or deals in drugs, he or she also risks incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida State Statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending on the amount and type of drugs and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not more than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment.

Under Sec. 893.13, Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under Sec. 893.13 (1) (c), Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with the intent to sell, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under Sec. 316.1936, Florida Statutes: It is unlawful for any person to possess an open container of an alcoholic beverage or consume an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under Sec. 316.193, Florida Statutes: A person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. First conviction on such a DUI charge will result in a fine not less than \$250 or more than \$500 and imprisonment for not more than six months. A second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months' imprisonment. A third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Any Nova Southeastern University student determined to have violated this policy will be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug-use disorder, which may include mandatory completion of a drug/alcohol abuse rehabilitation program, and/or other university sanctioning, which may include expulsion.

All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.

Drug Zero Tolerance Policy

Any student found in violation of the drug-free schools and campuses policy with regard to the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs will face serious university disciplinary action, which may include expulsion from the university (see Controlled Substances Chart in Appendix I).

Emergency Situations

To report an on-campus emergency situation from an on-campus phone, contact the police at 9-911 and public safety at extension 8999. If calling from off campus, dial the police at 911 and public safety at (954) 262-8999.

Failure to Comply

All students and guests are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices and the completion of all disciplinary sanctions by the stated deadline.

False Information

Students should not give false information to a university official or to a local, state, or national agency.

Falsification of Records

Falsification of university records is prohibited. University records include, but are not limited to, admission, registration, financial aid, student disciplinary, academic, health records, parking decals/hang tags, and student employment records.

Fire Safety

Unnecessarily setting off a fire alarm; unnecessarily tampering with fire hoses, extinguishers, exit signs, and alarm equipment; or blocking fire exits and other means of impeding traffic may result in immediate university disciplinary action and criminal prosecution. Failure to evacuate any building on campus during a fire alarm is also prohibited.

Fraud

Any act to deceive or misrepresent any agency of the university or any person or business is prohibited.

Grievance Procedures for Nonacademic Disputes

This process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, college, or school. Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.

First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for his or her position based on factual information. The student will receive a reply, in writing, which addresses the complaint.

If the reply is not acceptable, the student is encouraged to submit the complaint in writing to the associate dean of student affairs. The associate dean of student affairs will attempt to resolve the dispute. If the associate dean is unable to resolve the dispute, he or she will notify the student and the dean of student affairs of this in writing. The student may then appeal in writing to the dean of student affairs. The dean will investigate and review the findings, and will notify the student in writing of his or her decision. The dean's decision is final and cannot be appealed.

Guests

Students are welcome to bring guests to the campus, but must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the university official making the request. The university reserves the right to exclude all guests from any area on campus in times of impending or actual crises or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guest(s) from any area of the campus for any reason the university deems appropriate.

Harassment Statement

Harassment is defined as any words or acts, whether intentional or a product of the disregard for the safety, rights, or welfare of others, which cause physical or emotional harm, or which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person's rights to comfort. This includes loud or aggressive behavior or behavior that disrupts the orderly functioning of the university or disturbs the peace and/or comfort of person(s) on the campus of the university. It also includes any

conduct or action in which the university can determine that a threat exists to the educational process or to the health or safety of a member of the Nova Southeastern University community.

Hurricane Watches and Warnings

A **hurricane watch** is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally to strike within 36 hours.

A **hurricane warning** is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours.

When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

Nova Southeastern University provides a 24-hour "Hurricane Hotline" for this type of emergency. The hotline number is (954) 262-7300.

Local hurricane shelter information can be obtained through county governmental information telephone numbers. For Broward County shelter information, contact NSU public safety at (954) 262-8981.

Hurricane Watch

In the event of a hurricane watch, the university president will confer with members of NSU administrative staff in preparation for hurricane protection activity.

Members of the university community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

Hurricane Warning

If a hurricane warning is issued, the university president will decide if the university will be evacuated.

If the president orders the closing of the university, the appropriate directives will be relayed by the vice presidents to their areas of responsibility.

NSU Office of Public Affairs will contact major news organizations for immediate broadcast notification.

Closing Preparation

Student housing for on-campus residents

- Pull all furniture away from windows. Expect water damage and flooding.
Place loose articles and electronic items away from windows and onto closet shelves and in dresser drawers; lock doors.
- Those students who reside in rooms that are equipped with bathtubs are requested to clean the tub and fill it halfway with water. Fill several small containers with clean, fresh water for drinking purposes
- All windows must be closed tightly. If window blinds are provided, the blinds should be down and closed.
- Do not tape window glass.
- Each student should provide his or her own flashlight and radio, with extra batteries.
- **Candles are not allowed.** Do not use candles because they are a fire hazard.
- Residents should provide themselves with an adequate supply of nonperishable foods and water to last two or three days.

Safety Procedures

- Follow instructions of public safety officers and emergency personnel.
- Residence hall students: follow the instructions of residential life staff.
- Stay indoors until advised to exit.
- Do not open windows or doors to see what is happening outside.
- Beware of the eye of the storm. The eye is the center of the hurricane, which may bring a temporary period when the air may be calmed. Do not leave your safety or shelter until advised by public safety or the local officials. Residential students will be notified by residential life staff.
- When the "all-clear" is given, exit your location with extreme care. Beware of electrical wires, broken glass, and falling or fallen objects.
- Do not enter structures, vehicles, or areas that are damaged; many persons are killed after a storm by electrocution.
- For NSU opening information, call the NSU Hurricane Hotline at (954) 262-7300.
- Enter NSU property only after permitted, and follow safety instructions.

Broadcast Information

A voice mail broadcast message regarding the university closure will be instituted within the NSU phone system. The NSU telephone central switchboard will also be available for direct information.

Reopening Information

University staff members and students should tune into radio and television stations for a status report as to when the university will reopen.

Keep a portable radio and plenty of spare radio batteries.

Radio Stations

WIOD AM 610
WINZ AM 940
WFTL AM 1400
WHYI FM 100.7
WBGG FM 105.9
WRMA FM 106.7

Television Stations

WFOR Channel 4
WTVJ Channel 6
WSVN Channel 7
WPLG Channel 10
WLTW Channel 23
WYHS Channel 69

Reopening Confirmation

For reopening information, please call the NSU Hurricane Hotline at (954) 262-7300. NOVALERT is part of NSU's public safety program that includes safety, security, protection, and service. For other nonemergency information, services, or reporting, call the public safety office at (954) 262-8981.

Identification Cards

Students are required to carry university identification cards at all times and to present their identification card when requested by authorized university personnel, who include but are not limited to, staff members of the residence halls, food service, recreation and wellness, Nova Books, the library, Office of the Dean of Student Affairs, public safety, financial aid, registrar, business services, and the bursar's office.

University Identification Cards:

Only the student whose name appears on the card may use it. Any alteration or illegal use of university identification cards is prohibited.

Other Identification Cards:

Possession of a blank, forged, stolen, borrowed, fictitious, counterfeit, or unlawfully issued driver's license or identification card is prohibited.

Making or having instruments and materials for counterfeiting of university identification cards, driver's licenses, or any form of identification is prohibited.

HPD students: See Center Specific Policies for identification requirements and fieldwork prerequisites.

Immunization Requirements

HPD students: See Center Specific Policies.

All residence hall students must satisfy the following requirements in order to reside on campus. If you were born after January 1, 1958, proof of two doses of measles (rubeola), and one dose of rubella (German measles) is required.

For measles (rubeola), you must show proof of two of the following:

- immunization with two doses of measles vaccine 0, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
- blood test showing the presence of the measles antibody
- a written, dated statement signed by a physician on his/her stationery stating the date you had the disease

For rubella (German measles), you must show proof of one of the below requirements:

- one dose of rubella vaccine on or after the first birthday, and in 1969 or later
- blood test showing the presence of the rubella antibody

Note: Having had the rubella disease is NOT acceptable proof.

Or, the MMR combined (measles, mumps, rubella). This may be given instead of individual immunizations.

- One dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later

Immunization requirements are based on Florida state health regulations. Valid exemptions from providing immunity:

- Medical exemptions—Must produce a letter from a doctor, signed on his/her stationery, stating the reason for exemption and whether it is a temporary or permanent exemption
- Religious exemptions—On church stationery, signed by a minister, priest, rabbi, or head of church

Acceptable forms of documentation—The following documents are acceptable proof of immunity of measles and rubella. Forms must include specific dates, and the dates must satisfy the requirements stated previously.

- HRS (Department of Health and Rehabilitative Services)
- Childhood immunization records
- School immunization records
- Military service records
- Document indicating blood tests

Interference with University Investigations, Disciplinary Proceedings, or Records

Interference with university investigations, administrative procedures, or disciplinary proceedings such as those conducted by the Department of Public Safety, Office of the Dean of Student Affairs, Department of Residential Life, or any other university office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in university investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy university investigations or destroy university records or evidence. Interference with university investigations, disciplinary proceedings, or records may result in disciplinary action.

Jurisdiction of University Policies and Procedures

Students must adhere to university policies and procedures on the main campus; at any university site; or while participating in any university-sponsored program, event, or activity.

Lake Swimming

Swimming in any lake, canal, and/or body of water on the Nova Southeastern University campus is prohibited.

Littering/Projecting Objects

Students may not throw, discard, place, or deposit litter or project objects from university buildings or on university grounds except in receptacles provided for such purposes.

Misuse of Telephones

NSU students who misuse telephone lines or university accounts will be subject to disciplinary action and restitution.

Noise

The university noise policy is based on the belief that all students have a responsibility to respect the rights, health, security, and safety of other university and community members. Excessive noise that disturbs the campus environment, unless approved by the Office of the Dean of Student Affairs or designee for a special event, is not allowed. Students are held responsible for the actions of their guests.

Off-Campus Violations

The university reserves the right to take disciplinary action for violations of the Code of Student Conduct and Academic Responsibility and university policies and procedures, even when they occur off campus.

Parent/Legal Guardian Notification

University personnel may, at times of extreme concern for a student's welfare, notify parent(s)/legal guardian(s) of a student under 21 years of age in writing and/or by phone when alcohol or drug violations of university policy occur.

Parking and Traffic Policies

- In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university, and a parking permit must be properly displayed.
- All administrators, faculty members, staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty members, staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.
- Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.
- The Public Safety Department is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The director of public safety will determine whether a disabled vehicle is allowed to remain on campus.
- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
- Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of public safety.
- The maximum speed on any NSU driveway or roadway excluding those owned and managed by the town of Davie, Broward County, or the state of Florida is 15 miles per hour or less.
- All vehicle operators must obey public safety and police direction and instructions regarding operating and parking motor vehicles.
- Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.

Pets

No pets or animals, other than fish, are permitted on campus, with the exception of seeing-eye dogs.

Privacy of Records

The Family Educational Rights and Privacy Act of 1974 places certain limitations on the disclosure of personally identifiable information maintained by the university with respect to students and limits access to educational records, including the right to access, the right to obtain copies, the right to

seek correction of such records through informal and formal internal procedures, and the right to place a statement in such educational records explaining any information that he or she believes to be inaccurate or misleading.

The university has adopted a policy with respect to its educational records consistent with the requirements of the Family Educational Rights and Privacy Act and the regulations promulgated under the act.

Nova Southeastern University maintains a system of records that includes application forms, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by current and former students upon written request to the Office of the University Registrar. However, the registrar will not release transcripts of students' academic records until all accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: (a) student's name, (b) address, (c) dates of attendance, and (d) degree and awards received. Requests for such information must be submitted in writing to the university. The university reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing before September 1 of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova Southeastern University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by the university if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate university staff person a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian or an appropriate university staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given 45 days or fewer from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the record that relates to him or herself.

Right of university to refuse access

The university or division reserves the right to refuse to permit a student to inspect the following records:

- financial records of the student's parents, or any information contained therein
- letters and statements of recommendations respecting admission or employment for which the student has waived his or her right of access
- records connected with an application to attend the university or component unit of the university if that application was denied
- those records that are excluded from the FERPA definition of educational records

Refusal to provide copies

The university reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in either of the following situations:

- the student has an unpaid financial obligation to the university
- there is an unresolved disciplinary action against the student

Publicity and Posting Policy

All public notices or publicity material posted on campus property must be sponsored by a recognized student organization or university department, or otherwise be approved in advance by the Office of the Dean of Student Affairs and/or specific individual academic centers (see Center Specific Policies and Procedures).

- Posting of flyers on campus, with the exception of the residence halls, is done so by the Office of the Dean of Student Affairs.
- Flyers, not to exceed six, may be dropped off at the Office of the Dean of Student Affairs between 8:30 a.m. and 5:00 p.m., Monday through Friday.
- For flyer distribution in residence halls, call the director of residential life at (954) 262-7052.
- Academic centers, colleges, and schools may have their own specific posting policies that are not governed by the Office of the Dean of Student Affairs. See center, college, or school specific policies and procedures.

For more information on posting materials on campus, contact the Office of the Dean of Student Affairs at (954) 262-7280.

Public Laws

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the university.

Reservation of Power

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic

requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

Sexual Assault Policy

It is the policy of Nova Southeastern University that no person, including a student or employee, may threaten the health and safety of a member of the university community, or any person on university property or at a university-sponsored or -supervised activity, through the commission of sexual assault, including acquaintance rape.

Definition: The university recognizes the Florida State Statute, and any state statute or regulation as appropriate for the particular location. Additionally, Nova Southeastern University acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

Consideration and rights to be afforded to all campus community members regarding the type of sexual assault:

- a. The right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity.
- b. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- c. The right to be free from pressure that would suggest that the victim: (i) not report crimes committed against him/her to civil and criminal authorities or to the campus public safety and disciplinary official; or (ii) report crimes as lesser offenses than the victim perceives them to be.
- d. The right to be free from suggestions that sexual assault victims not report, or underreport, crimes because: (i) victims are somehow responsible for the commission of crimes against them; (ii) victims were contributorily negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity.
- e. The right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident.
- f. The right to have access to counseling services established by the university or other victim-service entities.
- g. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants.
- h. The right to be informed of disciplinary proceedings, as well as the outcome of such proceedings.
- i. The same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings.

Disciplinary Action: In addition to any criminal or civil actions that may be pending or in process, the university reserves the right to pursue separate disciplinary action.

Persons found responsible for sexual assault may expect disciplinary actions that could include suspension or dismissal from the university.

Education and Information: The university, through the departments of the Office of the Dean of Student Affairs, residential life, recreation and wellness, and public safety, provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, and other sex offenses. This information is provided through scheduled and on-demand programs.

Nova Southeastern University students are encouraged to report to the police (9-911 on campus and 911 off campus), public safety (extension 8999 on campus and (954) 262-8999 off campus), and a university administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape. Professional staff members in the Office of the Dean of Student Affairs, residential life, student counseling, and public safety are among those who are trained and willing to assist students who are victims of sexual assault.

If the victim then reports the crime to an administrator, the following procedure will prevail.

- **Third-Party Reports:** When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a student life and/or residential life administrator. If the person reporting that assault is a third party (not the victim), the administrator will do the following:
 - a. Advise the reporter to counsel the victim to seek medical assistance.
 - b. Advise the reporter to encourage the victim to talk with a counselor from the Rape Center in Broward County, a staff counselor at the University Counseling Center, a student affairs and/or residential life administrator, the director of public safety, or some other university official.
 - c. Protect the confidentiality of the victim (if name is known).
- **Victim Reports:** If a student who is a victim of sexual assault reports the matter to a university administrator or any other university employee, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to authorize notification of the university Public Safety Office (PSO) of the occurrence of the crime, and then to cooperate with PSO and student life and/or residential life and housing in reporting the matter to the rape victim advocate in the state attorney's office and to local police. The victim will be assured of university support including reasonable confidentiality, full cooperation with any police investigation, and counseling through the University Counseling Center and the Rape Crisis Center. If the victim authorizes the notification of PSO, the administrator and/or employee will inform the Office of the Dean of Student Affairs, which will assist as liaison with PSO.

Sexual Harassment Policy

It is the intent of Nova Southeastern University to protect all students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act. Sexual harassment undermines the integrity of the academic environment, debilitates morale, and interferes with the effectiveness of students. At Nova Southeastern University, sexual harassment of students by employees/other

students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- submission to such conduct appears to be a term or condition of enrollment, attendance, or participation in a class
- submission to or rejection of such conduct affects academic decisions
- such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive academic environment and can include
 - unwelcome physical contact including, but not limited to, patting, pinching, or touching
 - offensive or demeaning sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure, or may report the conduct to the dean of the center, any other faculty member, the Office of the Dean of Student Affairs, or the director of human resources.

Smoking Policy

Nova Southeastern University has adopted a "no smoking" policy in accordance with the Florida Clean Indoor Air Act, and evidence indicates that passive smoking, i.e., involuntary inhalation of pollutants in the air produced by the smoking of others, is potentially harmful to non-smokers captured in the closed environments of buildings. Accordingly it is determined that there is no smoking in any Nova Southeastern University classroom, administrative facility, or residence hall. Although smoking is permitted outside buildings, smoking should be done far away from public entrances and exits so that those entering, leaving, and occupying the building will not be exposed to second-hand smoke. Smoking on balconies and stairwells is prohibited.

Solicitation Policy

All on-campus sales and solicitations must be operated or sponsored by a university-recognized student organization and must receive the proper authorization. The Office of Residential Life and Housing must approve sales and solicitations in the residence halls. The Office of the Dean of Student Affairs must approve sales and solicitations in all other areas on campus.

Stalking

Stalking is prohibited. Stalking means to engage in a course of conduct directed at a specific person(s) that causes substantial emotional distress in such person(s) and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

Student Publications

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Nova Southeastern University academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel; indecent, undocumented allegations; attacks on personal integrity; and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

- The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
- Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.
- All university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body.

Theft or Unauthorized Possession

Students involved in the taking, sale, or possession of property without the consent of its owner or without proper remuneration may be subject to university disciplinary action and a fine, as well as arrest and prosecution by legal authorities.

Travel

Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off of the main campus or at any NSU sites.

Trespass Policy

Nova Southeastern University reserves the right to prohibit trespass onto its property. University employees whose duties include building or property supervision or the general safety and protection of persons or property may issue a trespass warning. A trespass warning may be issued to students or nonstudents and may apply to an individual's vehicle, as well. The revocation of a person's privilege to be on the lands, within the buildings, or on the premises of the university may be restricted to time and place by the agent of the university issuing the trespass warning.

Unauthorized Entry

Any student who enters, attempts to enter, or remains in any room, building, motor vehicle, trailer, or machinery without proper authorization may be subject to university disciplinary action, as well as arrest and prosecution by legal authorities.

Unauthorized Possession of University Property

Students in possession of property owned or controlled by Nova Southeastern University without authorization for such property will be subject to university disciplinary action and/or restitution. In addition, students may be referred to legal authorities for prosecution.

Use of University Vehicles

All student use of university vehicles must be appropriately authorized. Student drivers must have completed the defensive driving course sponsored by public safety and have been approved to drive by university risk management. In addition, students are expected to adhere to the code of conduct, university policies and procedures, and all state and federal laws while operating a university vehicle.

Vandalism

Defacing, littering, or damaging property of the university is prohibited.

Weapons

Weapons are prohibited on campus. A weapon includes

- any item designed to inflict a wound or cause injury to another person
- any item used to harass, threaten, intimidate, assault, or commit battery
- any item the university deems dangerous

Firearms and ammunition are strictly prohibited from the campus under all circumstances.

Web Pages—Student Organizations

Only recognized student organizations verifiable through the Office of Student Activities and Leadership Development may establish Web pages.

Web Pages—Use of Material

You should assume that materials you find on the Web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your Web pages(s) without the expressed permission of the copyright owner (examples: graphic images from other Web pages, articles, video, audio, photographs, software, or images scanned from published works). You may include short quotations of text provided you identify in an obvious way (e.g., in a footnote) the author and the work from which the quotation is taken. If you want to include something from another Web page in one of your Web pages, then link to it rather than copy it. The occurrence of plagiarism on your Web page is subject to the same sanctions as apply to plagiarism in any other media. Images in the NSU graphics repository may be used on Web pages without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a Web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of his/her own image. In addition, the picture or video may be protected by copyright.

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: Copyright 2002 by (name of the copyright owner). Used with permission.

Although a copyright notice is not required to assert your rights to your own original material, you may want to include a minimal notice of copyright in a Web page footer when appropriate. When used, the copyright notice should appear as follows:

- Web pages:
Copyright 2002 (your name). All rights reserved.
- Organization Web pages (examples):
Copyright 2002 Cornell Law Review. All Rights Reserved.
Copyright 2002 Nova Southeastern University. All Rights Reserved.
Copyright 2002 The Graduate School of Computer and Information Sciences. All Rights Reserved.

Related policies that also apply to Web pages are as follows:

1. General policies: Policy on Acceptable Use of Computing Resources, Copyright and Patent Policy, Computing Account Security Agreement
2. Student-related: Code of Student Conduct and Academic Responsibility
3. Faculty/administrator-related: *Faculty Policy Manual*
4. Staff-related: *Employee Handbook*

Worthless Checks

1. Students who make and/or deliver checks to Nova Southeastern University or any of its affiliates that are not honored by a bank for proper cause shall be subject to a charge for administrative costs, restitution, and disciplinary action.
2. Students who make and/or deliver worthless checks in payment of tuition and fees shall be subject to cancellation of their registration and denial of admission to classes until full restitution is made.
3. In addition, students who make and/or deliver worthless checks to the university or any of its agents may be subject to criminal prosecution by legal authorities.

NSU Resources



NSU Resources

Alumni Association

More than 73,000 men and women, residing in all 50 states and in 53 foreign countries, are Nova Southeastern University graduates. Increasingly, these individuals are to be found in the top echelons of business, industry, medicine, government, and education. The NSU Alumni Association gives alumni opportunities to build relationships, receive special benefits, and extend a hand to recent NSU graduates. For more information on alumni programs, call (954) 262-2118 or 800-541-6682.

Assistantships

A limited number of graduate assistantships are available within Residential Life and Housing, Career Services, Student Activities and Leadership Development, and the Student Union. Graduate assistantships provide on-campus housing, a monthly stipend (\$500), meal plan/declining balance, and tuition waiver (maximum \$8,000 per year) in exchange for working within one of the student affairs departments. Contact the Office of the Dean of Student Affairs at (954) 262-7280 for more information. (Assistantship preference is given to students enrolled in the Conflict Analysis and Resolution Program with a specialization in College Student Personnel Administration.)

ATM

There are three ATM machines on Nova Southeastern University's main campus. They are located in the Rosenthal Student Center, the Terry Building of the Health Professions Division, and the Library, Research, and Information Technology Center.

Rosenthal Student Center

Union Planters Bank Customers: If you are a Union Planters Bank cardholder, the use of the ATM machine is a free service to you.

Union Planters Bank Noncustomers: If you are not a Union Planters Bank cardholder, Union Planters Bank, the owner of this ATM, may charge a \$2 fee for withdrawing cash. This fee is added to the amount of your withdrawal and is in addition to any fees that may be charged by your financial institution.

Health Professions Division

Heartland Cash Network, LLC, charges a terminal usage fee of \$1 for a cash withdrawal by a U.S. customer using an access card not issued by the owner of this terminal. This charge, which will be added to the withdrawal amount, is in addition to any fees that may be assessed by your financial institution.

Library, Research, and Information Technology Center

Heartland Cash Network, LLC, charges a terminal usage fee of \$2 for a cash withdrawal by a U.S. customer using an access card not issued by the owner of this terminal. This charge, which will be added to the withdrawal amount, is in addition to any fees that may be assessed by your financial institution.

Bookstore

Textbooks should be purchased before the first day of classes and are available at Nova Books, located in the Rosenthal Student Center. Along with textbooks, the bookstore carries school supplies and a wide range of software available with student discounts. The bookstore is open Monday through Friday, 8:30 a.m. to 6:15 p.m., and Saturdays, 10:00 a.m. to 1:30 p.m. (Call for information about extended hours at the beginning of the semester). Students at off-campus locations may order textbooks by phone, fax, email, or via the Web. The course number and site location must be indicated when books are ordered or requested. Books are shipped via UPS, usually within 24 hours.

Nova Books may be contacted at

Telephone: (954) 262-4750 or 800-509-2665

Fax: (954) 262-4759

Email: novabook@nova.edu

Web site: www.novabook.com

Correspondence: Nova Books, Rosenthal Student Center, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796

Returns Policy

- Undergraduate books are returnable during the first two weeks of classes only. Books purchased more than two weeks before classes start are not returnable.
- Graduate books (including law) are returnable during the first week of class only. Books purchased more than two weeks before classes start are not returnable.
- Health Professions Division books are returnable one week from the purchase date only.
- Books purchased after the return deadline for each program are not returnable.
- Only required textbooks are returnable. Optional or supplementary materials, trade reference books, supplies, and other nonbook items are not returnable.
- All items must be returned in original condition.
- All returns must be accompanied by a cash register receipt.

Bursar

(see Student Financial Services and Registration section.)

Campus Shuttle

To accommodate NSU students, a fleet of six shuttle buses has been added to service the permanent buildings on our 250-acre main campus. A fixed-route transit circulator system consisting of one two-directional route will be running on the NSU campus weekdays from 7:00 a.m. to 11:00 p.m. Although the buses will have a designated path to follow around the university, there are no set bus stops on campus. Rather, those wishing for a lift are encouraged to wave and ride as the buses make their respective rounds, or greet the buses in front of university buildings.

Career Services

Career Services is available to assist students and alumni in all aspects of career decision making and planning and in the job-search process. The mission is to support Nova Southeastern University

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undergraduate students, graduate students, and alumni in the implementation of successful career plans. Through counseling and career-related resources, the center strives to educate students and alumni by teaching them how to

- develop a career life plan, from choosing a major to conducting a job search
- explore career and/or graduate/professional school opportunities
- secure employment

Career Services encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future. For further information, please contact Career Services at (954) 262-7201.

Community Service

NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

- Area Health Education Center Program
- Autism Consortium, (954) 262-7100
- Center for Autism and Related Disabilities, (954) 262-7111
- Institute for Learning in Retirement, (954) 262-8471
- Family Therapy Associates, (954) 262-3030
- Mailman Segal Institute for Early Childhood Studies, (954) 262-6900
- Nova Singers, (954) 262-2107
- NSUCommuniversiity, (954) 262-8789
- University Health Care Centers:
 - Sanford L. Ziff Health Care Center, (954) 262-4100
 - Pharmacy, (954) 262-4550
 - Dental, (954) 262-7500
 - Optometry, (954) 262-4200
- Ralph J. Baudhuin Preschool, (954) 262-7100
- University School, (954) 262-4400–Davie
- VOICES Family Outreach, (954) 262-3060
- Women's Resource Institute, (954) 262-8451

Computing Facilities/Campus MicroLabs

The MicroLab offers and delivers high-quality and appropriate computer technology support of the university community. The MicroLab comprises 24 academic computing laboratories and electronic classrooms. All laboratories are networked to the university's online computer systems. Online connectivity provides access to the campuswide information system, the Electronic Library, and the World Wide Web. For further information, please contact the MicroLab at (954) 262-4949.

Food Service

ARAMARK provides a variety of campus dining options for the entire NSU community. It offers convenient, nutritionally balanced meals at a good value. The goal is to exceed your expectations. On-campus food service locations are as follows:

- **Knight's Court Cafe**

This food court is located in the Rosenthal Student Center on the main campus. It features: Sbarro's Italian Eatery™, the Green Pickle Deli™, a buffet salad bar, home-style entrees, a full-service grill, fountain beverages, and delicious desserts.

Service hours during fall and spring semesters are Monday–Friday from 7:00 a.m. to 7:00 p.m.;

Saturday and Sunday brunch from 11:00 a.m. to 1:00 p.m. and dinner from 5:00 p.m. to 7:00 p.m.

Summer hours vary.

- **Supreme Court Cafe**

The Supreme Court Cafe is located in the atrium lobby of the Shepard Broad Law Center. It features Starbucks™ Coffee, fresh baked pastries, desserts, gourmet salads, and sandwiches.

Service hours during fall and spring semesters are Monday–Thursday from 8:00 a.m. to 7:30 p.m. and Friday 8:00 a.m. to 2:00 p.m.

Summer hours vary.

- **Connections Cafe**

The Connections Cafe coffee shop is located on the first floor of the NSU Library, Research, and Information Technology Center. It features a selection of hot and cold Java City™ coffee beverages, gourmet pastries and dessert, specialty sandwiches, and salads.

Service hours during fall and spring semesters are Monday–Thursday from 9:00 a.m. to 9:00 p.m.; Friday and Saturday from 9:00 a.m. to 5:00 p.m.; and Sunday noon to 10:00 p.m.

Summer hours vary.

- **Health Professions Division (HPD)**

Located on the first floor of the Morton Terry Building, this food court features comfortable indoor and outdoor seating. Menu selections include home-style entrees, a buffet salad bar, a full-service grill, specialty desserts, salads and sandwiches packaged to go, large gourmet pizza, and made-to-order deli sandwiches.

Service hours during fall and spring semesters are Monday–Friday from 7:00 a.m. to 3:00 p.m.

Summer hours vary.

- **Starbucks™ Coffee Cart**

Located in front of the HPD library and Hull Auditorium, this coffee cart features Starbucks™ beverages, gourmet pastries and desserts, specialty sandwiches, and salads.

Service hours during fall and spring semesters are Monday–Thursday from 8:00 a.m. to 2:00 p.m. and Friday 8:00 a.m. to 1:00 p.m.

Summer hours vary.

- **Eastside Cafe**

Located on the third floor of the Tower Building at East Campus, the Eastside Cafe features Starbucks™ coffee, pastries, desserts, soup, hot and cold sandwiches, and packaged salads.

Service hours during regular semesters are Monday–Friday from 8:00 a.m. to 3:00 p.m. and 5:00 p.m. to 8:15 p.m.; and on Saturday from 7:30 a.m. to 3:00 p.m. The cafe is closed on Sundays.

Summer hours vary.

For further information, please contact the campus dining office at (954) 262-5300.

Meal Plans

The university offers a choice of four different meal plans that are available to both graduate and undergraduate students. Undergraduate students living in Leo Goodwin Sr. Residence Hall are required to purchase a meal plan. The following are the available options:

- 19-meal plan: Three meals (breakfast, lunch, and dinner) per day, Monday through Friday, and brunch and dinner on Saturday and Sunday
- 14-meal plan: Any two meals per day
- 15-meal plan: Three meals (breakfast, lunch, and dinner) per day, Monday through Friday, and no weekend meals
- 10-meal plan: Any two meals per day Monday through Friday, no weekend meals

Note: Meal plan options are subject to change each academic year.

Declining Balance

The university offers a declining balance option to students who want the convenience of using their student ID as a debit card in the dining hall. This option is open to all graduate students, commuting undergraduates, or in addition to the meal plan for resident undergraduate students. Students can select to have the following amounts placed on their card. The student's account will be charged accordingly.

Rate	Bonus	Discount	Total Value
\$100	\$5	5 percent	\$105
\$150	\$15	10 percent	\$165
\$300	\$45	15 percent	\$345

Students may sign up for a meal plan or a declining balance account at the Office of Residential Life and Housing in the Leo Goodwin Sr. Residence Hall, (954) 262-7052.

Health Care Centers

The Health Professions Division Health Care Centers serve an important function and are an integral part of the HPD training programs. They provide a vital community function by bringing health care service to areas whose medical needs traditionally have gone unmet.

Sanford L. Ziff Health Care Center:

A primary care facility with state-of-the-art full-service radiologic-diagnostic capabilities. Contained here are family medicine, pediatrics, x-ray, occupational therapy, pharmacy, physical therapy, physical medicine and rehabilitation, optometric clinic and optical dispensary, cardiology, and other specialty

practices (67,000 square feet). Complete dental service is available next door at the clinics operated by the NSU College of Dental Medicine. Ambulatory medical, optometric, and dental care is made available during regular business hours for the university community. When a student or a member of his or her immediate family (spouses and children) needs care, he or she may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. For urgent situations, contact the University Health Service at (954) 262-4100.

Consultation with specialists, when needed, will be arranged by the University Health Service, and such specialty care will be the student's financial responsibility. Direct visits to specialists without referral by the University Health Service are strongly discouraged.

Campus Pharmacy:

Located adjacent to the Ziff Health Care Center is the pharmacy where prescriptions, over-the-counter remedies, herbal, and homeopathic remedies are available. The pharmacy Wellness Center addresses diabetes, high blood pressure, and other diseases.

Hours are as follows:

Monday–Friday, 9:00 a.m.–6:00 p.m.

Saturday, 9:00 a.m.–1:00 p.m.

For additional information, contact (954) 262-4550

Homecoming

Homecoming is a reunion weekend for alumni, students, faculty members, staff members, and friends of NSU. The social activities and athletic events organized by the Office of Student Life, the Alumni Office, and the Department of Athletics provide opportunities for the NSU community to celebrate shared experiences. For further information about homecoming events, please contact (954) 262-7280.

Intercollegiate Athletics

Athletic competition, which teaches discipline, cooperation, and persistence, is an important part of an NSU education. The athletics program at NSU has NCAA Division II status and consists of the following sports:

- Men: baseball, basketball, golf, and soccer
- Women: basketball, cross-country, golf, soccer, softball, and volleyball

For further information, please contact athletics at (954) 262-8250.

International Student and Scholar Services (ISSS)

The goal of ISSS is to assist international students, visiting professors, researchers, and scholars with the immigration process. In addition, this office provides guidance for maintaining status with U.S. Immigration and Naturalization Services (INS). International student refers to any student who is not a permanent resident or naturalized alien of the United States or in other words, a nonresident alien. For further information, contact ISSS at (954) 262-7241.

Libraries

The new \$43 million Library, Research, and Information Technology Center, which forges a joint-use partnership with the Broward County Board of Commissioners, opened on December 8, 2001. This library has five levels, 325,000 square feet, a 3,800-square-foot atrium lobby, 1,200 user seats (1,000 with Internet access), 100 reference computer workstations, space for 1.4 million volumes (books, journals, and periodicals), 1.2 million microform units, and a centralized circulation area. A multistory parking garage containing approximately 1,525 spaces is near the library.

The university library system is composed of the new joint-use library, East Campus Branch Library, Einstein Library, Health Professions Division Library, Law Library, North Miami Beach Branch Media Union, Oceanographic Library, and four school libraries on the main campus. Also, branch libraries are located in the Bahamas, Jamaica, and Panama. Agreements have been signed with 19 academic libraries throughout the world to provide library support for NSU programs offered in specific geographical areas. The catalogs of all libraries are accessible to local and distance education students and faculty members, wherever they may be located, via computers using the Electronic Library. Overall, the university's libraries house approximately 410,000 volumes and 1,300,000 microform units. Online and CD-ROM databases complement the paper-based holdings and provide full-text resources. Interlibrary loan arrangements through networked organizations such as the Online Computer Library Center (OCLC), the Southeast Florida Library Information Network (SEFLIN), the Consortium of Southeastern Law Libraries (COSELL), and the National Library of Medicine (NLM) provide broad access to a wide range of materials.

To augment the libraries' print materials, the Office of Media Services has an extensive collection of more than 1,200 items of nonprint materials (principally audiovisual materials), and a video production studio to support classroom instruction. In addition, the center provides technical assistance for distance learning delivered by teleconferencing. The university's microcomputer laboratory resources include a growing inventory of instructional software for use by students and faculty members.

For further information on the campus libraries, please visit the library's Web site at www.nova.edu/library.

Miami Dolphins Training Facility

The Miami Dolphins Training Facility is located on NSU's main campus. During the summer months, the Miami Dolphins football practice and the Junior Training Camp are open to the public. The Pro Shop at the training facility is open year-round to the public. For further information, please call (954) 452-7000.

Newspaper

The undergraduate student newspaper, the *Knight*, serves NSU's Farquhar Center for Undergraduate Studies from its office in the Farquhar Center Annex, located on NSU's main campus. The *Knight* is NSU's established vehicle for the transmission of student reporting, opinion, and arts. All community members are invited to contribute anything they desire to the *Knight*. The *Knight* is readily available at several sites around the main campus and local community, including the east campus, the Oceanographic Center in Dania Beach, and the Davie-Cooper City Chamber of Commerce. For further information, please call (954) 262-8455.

Nova Singers of Nova Southeastern University

More than 125 men and women voluntarily perform unpaid choral engagements throughout the year. These musical ambassadors for the university give their time and talent to bring classical choral music to all of South Florida. For further information, please call (954) 262-2107.

Public Safety

The Public Safety Department provides protection and service for all students 24 hours a day. Students can reach the office at (954) 262-8981, Monday through Friday, 8:00 a.m. to 5:00 p.m., and after hours and on weekends at (954) 262-8999 (dial last four digits if on campus). Public safety should be called to report all emergencies, thefts, or suspicious persons or situations. Public safety also provides assistance in jump-starting vehicle batteries, giving vehicle owners access in case of lockouts and, when appropriate, giving NSU community members entry to locked buildings or offices. The NOVALERT emergency number is (954) 262-8999 (extension 8999 from on-campus phones).

Blue Light Telephones:

Blue light telephones designate a public safety emergency telephone. There are a number of these push-button communications throughout the campus. These blue light phones allow you immediate communication with a public safety officer. If you have a concern or questions, please go to a blue light phone and push the button on the face of the unit. Public safety will respond immediately. Your communication need not be an emergency.

Radio Station—WNSU

WNSU was formed in August 1990 to provide an opportunity for Nova Southeastern University students to gain knowledge and experience in radio broadcasting. Under an agreement with the Broward County School Board, WNSU broadcasts on 88.5 FM after 7:00 p.m. NSU Radio X focuses on playing cutting-edge music, as well as featuring specialty shows seven days a week. Radio X is a voice in the community because along with introducing new music to listeners, it also provides local and world news, weather reports, sports updates, and NSU news. For further information, please call (954) 262-8457.

Recreation and Wellness

The Office of Recreation and Wellness provides formal and informal recreation and wellness programming for the students, faculty members, and staff members of NSU. A comprehensive recreation program provides intramural sports, outdoor adventures, special events, aerobic and fitness programs, recreation instruction, martial arts, and much more. Offerings currently include volleyball, football, basketball, soccer, softball, golf, tennis, horseback riding, scuba diving, kayaking, snorkeling, deep-sea fishing, swimming instruction, golf classes, tennis instruction, martial arts, step aerobic classes, aerobox/kickbox classes, body sculpting, and yoga classes. The wellness programs promote well-balanced healthy lifestyle choices for the NSU community. Programs and services offered include

- a health information resource center
- student health insurance
- free and confidential student counseling services
- a free physician-referral network
- campus-wide health promotion programs
- a monthly newsletter

The Recreation and Wellness Department is housed in the university recreational sports complex known as the RecPlex. This facility boasts two tennis courts, three basketball courts, a 2,600-square-foot swimming pool, covered patio area, cardiovascular exercise equipment, and men's and women's locker/shower rooms. The facility is open approximately 100 hours each week and is available to all NSU faculty members, students, and staff members who have a valid NSU ID card. For further information, please contact the Office of Recreation and Wellness at (954) 262-7301.

Registrar

(See Student Financial Services and Registration section.)

Residential Life and Housing

NSU offers a residential living program that is designed to meet a wide array of student needs. Students who live on campus have numerous opportunities to participate in a variety of programs and activities that maximize intellectual growth and personal development. The following are the types of facilities and amenities offered:

Goodwin Residence Hall:

At NSU, undergraduate students are housed in a state-of-the-art, four-story residence hall. This 296-bed facility offers double accommodations (two students) with a private bathroom. All rooms are furnished with twin beds, desks, dressers, chairs, shelving, and closets. Rooms are cable-TV ready and are wired for computer hookup. Air conditioning, heating, and local phone service are also included. Goodwin Residence Hall includes a spacious lobby area, a TV lounge, the Office of Residential Life and Housing, laundry facilities, a mailroom, a kitchen, two classrooms, a computer lab, and study lounges on every floor.

All undergraduate students with zero to 48 credits are required to live on campus and purchase a meal plan, unless one or both of the following criteria apply:

1. The student is married.
2. The student resides with his or her immediate family (mother, father, or legal guardian) within the tri-county area (Broward, Miami-Dade, and Palm Beach). Verification must be provided.

Founders, Farquhar, and Vettel Halls:

These three residence halls currently house between 40 and 50 residents each. The oldest of NSU's residence halls with an opening date of 1968, each building has recently undergone major renovations, which include new doors, kitchens, tile, and paint. Founders Hall houses upperclass undergraduate students, while Farquhar and Vettel Halls house graduate students. Each apartment is furnished and features one or two bedrooms, a kitchen with a full refrigerator, a private bathroom, and a living area.

Cultural Living Center:

The Cultural Living Center (CLC), built in 1984, houses approximately 130 graduate students. Its unique balcony structure makes it a popular choice for returning students. Each apartment is furnished and features one or two bedrooms, a kitchen with full refrigerator, a private bathroom, and a living room.

For further information, please contact the Office of Residential Life and Housing at (954) 262-7052 or visit the Web site at www.nova.edu/cwis/studentaffairs/reslife.

Student Counseling Services

Free and confidential student counseling services are available for all Nova Southeastern University students with the exception of Center for Psychological Studies students. Students seek counseling for a variety of reasons including stress, test anxiety, study skills, time management, relationship difficulties, substance abuse, and adjusting to school. Weekly counseling sessions are available. Evening sessions are also available. To schedule an appointment for student counseling, call (954) 262-7040.

Student Financial Services and Registration

Student Financial Services and Registration incorporates the Office of the University Registrar, the Office of the University Bursar, the Office of Student Financial Assistance, and the One-Stop Shop. These offices are located in the Horvitz Administration Building on the main campus.

WebSTAR and students' NSU email accounts are the official means of communication for the Office of Student Financial Services and Registration. Students may access WebSTAR at www.webstar.nova.edu with a user ID. Advantages of using WebSTAR include accessing student status; financial aid status (including awards, required/missing documents); transcript and grades; billing and payment information; and information regarding obligations, as well as permitting students to change addresses.

Office of University Registrar

The Office of the University Registrar provides a variety of diverse services to the university community. Working closely with the academic centers, colleges, and schools, this office strives to be customer oriented and responsive to a variety of student and university needs. Services include, but are not limited to, course registration, transcript processing, loan deferment and enrollment verification requests, international student counseling, and general university information.

Transcript requests: The student may request transcripts of his/her academic record through the Office of the University Registrar. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the University Registrar. Include in the request, the full name, Social Security number, and date of birth, and indicate the name and address to which the transcript is to be sent. If the grades for the current term are needed, clearly indicate the transcript request is to be held for grades.

For further information, please access the registrar's Web site at www.nova.edu/cwis/registrar or call 800-806-3680.

University Bursar

The Office of the University Bursar is responsible for collecting tuition and fees, residence hall charges, and meal plans charged to students' accounts. Refunds resulting from student loans, scholarships, and grants are handled by Loan Disbursing. Refunds are not issued until loan proceeds are received by Nova Southeastern University. It is the policy of NSU that payment is due within 30 days from the start of the term. If payment is not made within 30 days, the student's account will be assessed a \$50 late payment fee and a hold will be placed on the account preventing any additional registrations. Payment may be made by cash, check, and

credit card. The term "check" includes money orders, traveler's checks, cashier's checks, loan checks, personal checks, international checks (in U.S. funds only), and certified checks. NSU accepts Discover, MasterCard, VISA, and American Express. Please contact the bursar's office at 800-806-3680 for other payment arrangements, such as wiring funds from abroad.

Direct deposit is the fastest way to receive refunds. In order to be eligible for this service, students must complete the Direct Deposit Authorization Form. The authorization form appears on the student's monthly statement or may be printed from the NSU bursar's Web site at www.nova.edu/cwis/bursar under Loan Disbursing and mailed or faxed to the bursar's office with a voided check (required). The student's direct deposit authorization will remain in effect until canceled in writing and received by the bursar's office. Students should notify the bursar's office if they move or change banks. For further information, contact the bursar's office at 800-806-3680.

Office of Student Financial Assistance

The Office of Student Financial Assistance helps students to obtain the funds necessary to pursue their educational objectives. Financial assistance includes grants, loans, student employment, and scholarships. In order to be considered for federal and most state aid, students must complete the Free Application for Federal Student Aid (FAFSA), meet specific eligibility criteria, and be enrolled or accepted for enrollment as a regular student (i.e., all admission and documentation requirements have been satisfied) working toward a degree or certificate in an eligible program. For more detailed information regarding the financial aid process, contacts, policies and procedures, and other pertinent information, students should visit the NSU financial aid Web site at www.nova.edu/cwis/finaid.

The earlier students apply, the more chance they will receive funds in a timely manner, if eligible. The preferred method for applying for financial aid is online through FAFSA on the Web at www.fafsa.ed.gov, which saves processing time and reduces the chance of errors due to edit checks.

The Office of Student Financial Assistance staff is available to assist students in the completion of the FAFSA and answering questions concerning the financial aid process. For further information, please call 800-806-3680.

Change of name and address: Students needing to make an address change can provide the information either on a Change of Data form or by contacting the Office of Student Financial Services and Registration at 800-806-3680. Name changes will require proper documentation and may be forwarded to the Office of Student Financial Services and Registration.

Student Employment

Nova Southeastern University participates in several types of student employment programs: the federally funded Federal Work-Study Program (FWS), the America Reads and America Counts Programs (also funded by FWS), the institutionally funded Nova Southeastern University Student Employment Program (NSUSE), and the Job Location and Development Program (JLD).

The objectives of the student employment programs are

- to offer jobs to students who need to earn funds to help pay for their educational expenses
- to provide work experience that will enhance the student's educational and/or occupational goals
- to provide services that would otherwise not exist for Nova Southeastern University or for other participating public or private profit and nonprofit organizations

Questions concerning the student employment programs should be directed to the assistant manager of student employment at 800-806-3680, Monday through Friday between 8:30 a.m. and 5:00 p.m. The Student Employment Office is located in the Office of Student Financial Assistance in the Horvitz Administration Building. Further student employment information is available on the NSU financial aid Web site at www.nova.edu/cwis/finaid/stuemploy.html.

NSU's student employment programs are administered without regard to race, color, religion, national origin, sex, disability, age, or political beliefs.

Veterans Benefits

The Veterans Benefits office is located in the Office of Student Financial Assistance. See the Veterans Affairs listing in this handbook.

One-Stop Shop

The One-Stop Shop incorporates staff members from the Office of Student Financial Assistance, the Office of the University Bursar, and the Office of the University Registrar. The staff is cross-trained to answer students' inquiries and provides information regarding all three areas. The office is located in the Horvitz Administration Building on the main campus in Fort Lauderdale. Operating hours are Monday through Thursday from 8:30 a.m. to 7:00 p.m., Friday from 8:30 a.m. to 6:00 p.m., and Saturday from 9:00 a.m. to noon.

Student Organizations

NSU students have an excellent opportunity to become involved in extracurricular programs. The Office of the Dean of Student Affairs encourages all students to get involved in the university community. Involvement is one of the best ways to meet other students, faculty, and staff members, and gain valuable leadership skills. Nova Southeastern University has many student organizations on campus, including academic societies, fraternities, sororities, religious groups, service clubs, and special-interest groups. Current organizations include the following:

Service:

Alpha Phi Omega (service fraternity)
Best Buddies (volunteer/community service)
Kappa Delta Pi (education fraternity)

International Muslim
Association at Nova (IMAN)
Intervarsity Christian Fellowship (IVCF)

Educational/Informative:

NATURE (NSU's Adventure Toward
Understanding and Researching Earth)
NSU Music Appreciation Club
NSU Theatrical Society (NUTS)
NSU Vegetarian Society

Cultural/Heritage:
Caribbean Students Association (CSA)
Nova's International Student Association
PASA (Pan-African Student Association)
SALSA (Spanish and Latin
Student Association)

Religious:

B'Hai Unity Club
Hillel (Jewish culture organization)
Indian Student Association (ISA)

Pre-professional:

NSU Accounting Club (NSUAC)
NSU Finance Club
Phi Alpha Delta (legal fraternity) and
NSU Mock Trial Association
Predental Society

Pre-professional: (continued)

Premed Society
Preoptometry Society
Prepharmacy Society
Psychology Club
Sports Management Society

Greek organizations:

Alpha Kappa Alpha Sorority, Inc.
Beta Theta Pi Fraternity
Delta Phi Epsilon Sorority
Delta Sigma Theta
Lambda Theta Alpha
Phi Sigma Sigma Sorority
Sigma Alpha Mu Fraternity
Theta Delta Chi Fraternity

Recognized groups:

Alpha Chi (honor society)
Beta Beta Beta (biological honor society)
Campus Entertainment Committee
Interfraternity Council (IFC)
Interorganizational Council (IOC)
National Panhellenic Conference (NPC)
Order of Omega (Greek leadership honorary)

Student Organizations—Center for Psychological Studies

Center for Psychological Studies
Student Government Association
Multicultural Association of Graduate Students

Student Organizations—Farquhar Center for Undergraduate Studies

Circle of Excellence
Resident Student Association (RSA)
Spanish Women Acting Together (SWAT)
Logos International Club

Student Organizations—Health Professions Division*

College of Optometry (student council)
Student Government Association
National Optometry Student Association
Beta Sigma Kappa
College of Optometrists in Vision Development
National Optometric Student Association
Student Florida Optometric Association
Student Volunteer Optometric Services to Humanity

College of Pharmacy (student council)
American Pharmaceutical Association
Florida Society of Health Systems Pharmacists, student chapter
National Community Pharmacists, student chapter
Phi Delta Chi
Kappa Psi
Phi Lambda Sigma
Rho Chi

College of Osteopathic Medicine (student council)
American College of Osteopathic Family Physicians (ACOF), undergraduate chapter
Association of Military Osteopathic Physicians and Surgeons (AMOPS)
Association of Orthopedic Surgery and Sports Medicine
Atlas Fraternity
Christian Medical and Dental Society
Emergency Medicine Society
Hispanic Osteopathic Medical Association
Journal Club
Lambda Omicron Gamma (LOG)
Neurology Club
Psi Sigma Alpha

* HPD organizations listings are divided by colleges rather than alphabetical order.

Student Organizations—Health Professions Division (continued)

Student Associate Auxiliary (SAA)
Student Association of Obstetrics and Gynecology
Student Medical Informatics Association
Student National Medical Association
Student Osteopathic Surgical Association
Student Pediatric Association
American College of Osteopathic Pediatricians (ACOP), student chapter
The Undergraduate American Academy of Osteopathy
Student Dermatological Association
DOCARE
Florida Osteopathic Medical Association (FOMA), undergraduate chapter
Jewish Association of Medical Students (JAMS)
National Osteopathic Women's Physician Association (NOWPA)
Sigma Phi (National Honorary Osteopathic Service Fraternity)
Student Osteopathic Internal Medicine Association (SOIMA)
American Medical Student Association

College of Allied Health (student council)
Student Occupational Therapy Association
Occupational Therapy Student Government
Phi Theta Epsilon
Public Health Student Association (PHSA)
American Physical Therapy Association
The Student Assembly of the American Physical Therapy Association
The Student Special Interest Group of the Florida Physical Therapy Association

Student Organizations—Wayne Huizenga Graduate School of Business and Entrepreneurship
Graduate Business Student Association

Student Organizations—Oceanographic Center

Oceanographic Student Association

Student Organizations—Graduate School of Humanities and Social Sciences

SHSS Student Association

Student Organizations—Shepard Broad Law Center

Association of Trial Lawyers of America (ATLA)
Black Law Students Association (BLSA)
Broadly Speaking
Criminal Law Society
Florida Association for Women Lawyers (FAWL)
Hispanic Law Students Association (HLSA)
International Law Students Association (ILSA)
ILSA Journal of Comparative and International Law
Jewish Law Students Association (JLSA)
Lambda Law Society
Moot Court
National Association for Public Interest Law (NAPIL)
Nova Law Review
NSU Cyberlaw Society
Phi Alpha Delta
Phi Delta Phi
Student Bar Association

Each student organization is assigned a faculty or staff member to serve as an adviser and supporter. For further information, please contact the Office of Student Activities and Leadership Development at (954) 262-7290.

Student Union

Rosenthal Student Center is NSU's Student Union, which serves as the central location bringing the NSU community together by providing facilities, programs, events, and services that enhance the quality of campus life. This multi-use facility showcases a fun, pub-type environment called "The Flight Deck." Located on the second floor of the Student Union, The Flight Deck includes a serving bar with a beer and wine license, a wooden dance floor, a stage, eight TVs with movie channels and DirectTV, two dart boards, two pool tables, a ping-pong table, various magazines and board games, and different seating areas. Open daily until midnight, The Flight Deck is a popular place on campus for students to meet, greet, and eat.

The Student Union is host to a variety of weekly activities, student events, happy hours, and union sports. Every Wednesday is Buck Bingo with students attempting to win NovaBucks. The NovaBucks program encourages student involvement and participation in activities. It is an NSU currency that can be used to purchase exclusive NSU paraphernalia, fund student trips, or pay for snacks and beverages in The Flight Deck. The Student Union sports program features a bowling league, and sponsors tournaments in eight-ball and nine-ball billiards, table tennis, darts, dominoes, spades, and a sports quiz bowl. The Up All Knight food program offers inexpensive meals and appetizers from 7:30 p.m. to 11:30 p.m. every night of the week.

Also located in the Student Union are NSU's main cafeteria, a large private dining room, two meeting rooms, the new CyberCafe with four computers, and a 53-seat movie theater with surround sound, a 100" screen, projector, DVD player, VCR, and a PlayStation game console. The Conference Services program provides facilities, audio/visual equipment, and food/beverage service for students organizations and NSU personnel to host meetings, functions, and events. The Flight Deck may be reserved on Saturday nights for private parties.

The Student Union is also home to Aramark Dining Services, Nova Books bookstore, WNSU radio station, and several NSU student affairs offices. Those include the Office of the Dean of Student Affairs, Student Development and Special Events, Student Activities and Leadership Development, and the Student Union office.

Inexpensive food and beverages, unique services, and friendly staff help make the Student Union a convenient and comfortable environment for events and services benefiting the NSU community.

Veterans Affairs

The Office of Student Financial Services and Registration oversees the processing of veterans benefits. Eligible veterans and their dependents should contact:

Nova Southeastern University
Office of Student Financial Services and Registration
Attn: Veterans Benefits
3301 College Avenue
Fort Lauderdale, Florida 33314-7796.

For further information, please call (954) 262-7236; toll free 800-541-6682, ext. 7236. If you have any questions concerning eligibility, you may contact the Department of Veterans Affairs at 888-442-4551 or visit their Web site at www.va.gov.

Standards of Progress

A student receiving veterans benefits must maintain satisfactory progress. Students will be considered to be making satisfactory progress as long as they meet the academic standards set by their school for retention in their degree programs.

A student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be certified, in a probationary status, for only one additional evaluation period. Should this student not attain and maintain satisfactory progress by the end of the probationary period (one evaluation period), the student's VA educational benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one evaluation period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

For VA payment of benefits purposes, an Incomplete (I) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one calendar year unless permission for a delay is granted by the academic dean for that program. An no grade (NG) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one regular semester unless permission for a delay is granted by the academic dean for that program.

Grade/Progress Reports

Each VA student will be provided a grade/progress report at the end of every evaluation period (e.g. term, semester). A copy of each report will be placed in the student's permanent file maintained by the school. The university periodically furnishes each student with a working transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, plus grades for courses in which the student is currently enrolled.

Credit for Prior Training (CPT)

Nova Southeastern University complies with federal regulations for veterans' training that it is mandatory for all veterans benefit recipients to report either prior education and/or training. A student receiving veterans benefits that have previous post-secondary educational training/experience must request official transcript(s) be sent to the school. If the transcript has not been received prior to the end of the student's second term here at Nova Southeastern University, the student can not be certified for veterans benefits for the upcoming term. The student can be certified for veterans benefits after the transcript has been received.

The school will evaluate the student's previous training and/or experience and grant credit as appropriate. Should credit(s) be accepted and/or granted, the student's tuition and training time will be reduced proportionately, with the veteran and VA so notified.

Women's Resource Institute (WRI)

The Women's Resource Institute is a program for all people. The WRI provides information and referral services for problems that may be interfering with employee/student well-being, including domestic violence, substance abuse, career changes, financial crisis, or other issues. The WRI is located in House Four on the northwest corner of SW 75th Avenue and SW 36th Street on the main campus. The WRI can be reached at (954) 262-8451.

Academic Center Specific Policies and Procedures
Health Professions Division



Health Professions Division

Building Hours

The executive and administrative offices of the Health Professions Division are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The library maintains its own hours (see Library section.)

Financial Affairs

Fees and Expenses

Student Activities Fee (all students)	\$125 yearly
Lab Fee (only for Osteopathic Medicine, Dental Medicine, and Medical Sciences students)	\$100
Technology Fee	*
Graduation Fee (Seniors only)	\$225
Graduation Fee (Postgraduate Dental Students)	\$100
Graduation Fee (B.S./Vision Science)	\$40
Late Payment Fee	\$50
I.D. Replacement	\$20
Diploma Replacement	\$35
Official Transcripts	\$5

* University fee to be announced; not to exceed \$100, when implemented.

Charges and Payments

Tuition charges are automatically calculated when students register for classes. Students are expected to pay in full at the time of registration, or have completed the necessary paperwork for financial aid and have been awarded. Students may pay for tuition using credit cards: MasterCard, Visa, American Express, College Card, or Discover. Credit card payments may now be made online.

Late Payment Fee

Students with any balance unpaid by the 30th day of the semester will be assessed a \$50 late payment fee and a hold will be placed on their account. In addition, no further registrations will be accepted until the balance is paid in full.

Late Registration

Students who have completed one full year at the university and who cannot meet their financial obligations by the 30th day of class are considered late registrants. Students who register after the late registration date established by their college will be charged a late fee or penalty established by the university or the division.

The following will apply:

- recipients of Armed Forces scholarships shall be allowed up to two months grace period without penalty
- when confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months

Consequences for Nonpayment

The student's failure to meet financial obligations in accordance with university policy at the end of 70 days will result in an automatic letter of notification being sent to the student informing him/her that failure to resolve his/her financial obligation within 10 days will result in administrative withdrawal from class. The university bursar shall

- identify those students who have still failed to meet their financial obligation at the end of each 30-day period
- notify those students of their failure to pay
- forward to the program office the names of all students in delinquent status for the program office to take appropriate administrative action

The university registrar shall notify those students an administrative withdrawal has been posted for their classes and they shall not receive any academic credit for the course work taken.

Tuition Refund Policy—Voluntary Withdrawals

Students who wish to withdraw must submit a written request for voluntary withdrawal to the dean, who will evaluate the student's request. After completing the required withdrawal form(s) and obtaining the dean's approval, an eligible student may receive partial refund of the tuition, according to the following formula:

First three class days	70 percent
Fourth or fifth class day	60 percent
Sixth or seventh class day	40 percent
Eight, ninth or tenth class day	20 percent
After the tenth class day	0 percent

No refunds will be made thereafter. (Students with questions should consult the program office.)

Students will not be given refunds for portions of tuition paid by financial aid funds. Instead, the respective financial aid programs will be credited in accordance with federal regulations, which establish the following requirements for recipients of Title IV student assistance funds (guaranteed student loans and auxiliary loan program).

The regulation requires that if the student has received a financial aid overage to assist with related, but indirect educational costs, e.g., living expenses, books, supplies, transportation, and/or personal expenses, this must be prorated for the period the student attended the institution. The student must then refund the difference (between the actual overage and prorated amount) to the institution for restoration to the appropriate Title IV account.

Failure to comply with these requirements could jeopardize future receipt of the Title IV student assistance funds at any institution of higher education the student may attend.

A refund due the student will be mailed to the student's permanent home address or deposited directly into his or her checking account as soon as the dean of the respective college has approved the withdrawal. The tuition refund policy is subject to change at the discretion of the university's board of trustees.

Student Financial Aid

The Office of Student Financial Assistance assists qualified students to obtain the funds necessary to pursue their educational objectives. In order to be eligible for student financial aid, students must complete the U.S. Department of Education's Free Application for Federal Student Aid (FAFSA),

and meet federal general eligibility criteria. A need analysis is performed, utilizing information from the FAFSA to determine the student's Expected Family Contribution (EFC), or the amount the student and the student's family can contribute toward the student's educational expenses. Financial need is defined as the difference between the institution's Cost of Attendance (COA) and the EFC. The university's cost of attendance includes tuition and fees, books and supplies, meals, housing, transportation, and personal expenses.

The fastest way to apply for the FAFSA is online through FAFSA on the Web at www.fafsa.ed.gov. By applying electronically, financial aid information is forwarded to the Office of Student Financial Assistance within 72 hours, expediting the awarding process, and reducing errors due to built-in edits. Students should request a Department of Education Personal Identification Number (PIN) online through www.pin.ed.gov. By using the PIN, students eliminate the need to send a signature page.

Undergraduate students may be eligible for grants, student employment, loans, and scholarships. Graduate/professional students may be eligible for loans in the form of both the Federal Subsidized and Unsubsidized Stafford Loans, and private/alternative loans, as well as scholarships. In order to successfully complete the financial aid process, students should apply early, provide all necessary documents and requests to the Office of Student Financial Assistance in a timely manner, register for the minimum number of credits required per term, and meet required deadlines.

For more information regarding the financial aid process, contacts, and other pertinent information, students may visit the NSU Financial Aid Web site at www.nova.edu/cwis/finaid. Students will be notified of missing information, their financial status, award notifications, and other financial aid related information via their NSU email addresses.

Office of Student Financial Assistance hours of operation:

Monday–Thursday, 8:30 a.m.–7:00 p.m.

Friday, 8:30 a.m.–6:00 p.m.

Saturday, 9:00 a.m.–noon

Sunday, closed

For further assistance, please call (954) 262-3380 or 800-806-3680.

Short-Term Emergency Loans

The Office of Student Financial Assistance administers preloans for students who encounter emergency situations prior to receipt of financial aid refunds. Students must be enrolled for the term, have a completed financial aid file, and must be receiving financial aid with sufficient funds to cover total charges due the university, the loan amount, and the processing fee charged. When approved, disbursement is made by check or direct deposit within one week of receipt of the student's application.

Return of Title IV Funds

Effective July 1, 2000, the Department of Education established new requirements with regard to return of Title IV aid received by students who withdraw from all their courses during a term for which a payment has been received. Students receiving Title IV funds, whether used to pay institutional charges or disbursed directly to the student, may be obligated to repay a portion of unearned funds if they withdraw from classes before 60 percent of the term. A repayment may be required when cash has been disbursed or could have been disbursed from Title IV aid (other than Federal Work-Study) in excess of the amount of aid the student earned during the term. Students will be permitted to keep 50 percent of their obligated Title IV grant aid.

It is important that students notify the Office of Student Financial Services and Registration and the Office of the Dean if they intend to withdraw. Students will be notified within 30 days of determi-

nation of withdrawal with regard to the amount of Title IV aid to be repaid. If the student did not officially withdraw, the university will use either the midpoint or last academically related activity as confirmed by an NSU employee. The student will have a maximum of 45 days to respond.

It is important that students notify the Office of Student Financial Services and Registration and the Office of the Dean if they intend to withdraw. Students will be notified within 30 days of determination of withdrawal with regard to the amount of Title IV aid to be repaid. If the student did not officially withdraw, the university will use either the midpoint or last academically related activity as confirmed by an NSU employee. The student will have a maximum of 45 days to respond.

Students may apply for a leave of absence. The leave of absence is a temporary interruption in the student's education rather than a withdrawal from the school. The student who is on an approved leave of absence retains in-school status for purposes of Title IV funds. Generally, there is only one leave of absence given to a student within a 12-month period. However, more than one leave of absence may be granted for limited, well-documented cases due to unforeseen circumstances. Upon the student's return from the leave of absence, the student must be permitted to continue his/her education where he/she left off. If the student does not return from an approved leave of absence, the student's withdrawal date will be the date he/she begins the leave of absence.

When a student owes a refund, the order of repayment is as follows: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal Pell Grant, FSEOG, and other Title IV aid. An exit interview is required for any student who has received a loan.

More information regarding this policy is available on the NSU Financial Aid Web site at www.nova.edu/cwis/finaid.

Note: Dismissal will result in termination of veterans' benefits where applicable.

Library

The Health Professions Division Library is located on the first floor of the Health Professions Division Laboratory/Library Building, 3200 South University Drive. It contains card and computerized catalogs of holdings; more than 50,000 book titles; more than 1,500 active journals; more than 1,500 audiotapes, videocassettes, slide sets, and CD-ROMs; and a current file of pamphlets and news clippings. Twenty-four group study rooms are equipped with videotape players and monitors, and slide projectors are available for viewing slides. Seven coin- and card-operated duplicating machines are available for library patrons. The library maintains an Internet Web site, which allows access to several health-related and other electronic databases, many of them full-text, including MEDLINE and MDConsult. Membership in the National Library of Medicine and various consortia provides for cooperative lending relationships, which affords HPD students and faculty members access to international library holdings. Students have checkout privileges at the other NSU libraries. Professional reference assistance is available during most operating hours.

The hours of service are

Monday–Thursday, 7:30 a.m.–midnight;

Friday, 7:30 a.m.–11:00 p.m.;

Saturday–Sunday, 10:00 a.m.–10:00 p.m.

Holiday, vacation, and extended hours during examination times will be posted.

For further assistance, please call (954) 262-3106.

Lost and Found

Public Safety and the NOVALERT security personnel are located on the second floor of the Central Services Building. They administer lost and found services. The phone number is (954) 262-8999.

Mailbox and Message Center

Mailboxes for intracampus memos and notices can be found in the student lounge area. Students are responsible for checking their mailboxes daily. Official communications delivered to the student mailbox are assumed to be seen within 24 hours. Postgraduate Pharm.D., Ph.D. physical therapy, Ph.D. occupational therapy, O.T.D. occupational therapy, and master of medical science students do not have mailboxes.

Microcomputer Laboratory

The Health Professions Division Microcomputer Laboratory (MicroLab) entrance is located in the HPD Library to the right of the front desk. It contains two networked laser printers, a color scanner, and 40 desktop computers equipped with Windows 95, Microsoft Office (Word, Power Point, Excel, and Access), and WordPerfect. Other software programs for use in specific courses are also installed on the systems. Online connectivity from all desktop systems provides access to the Campus Wide Information System (CWIS), the Electronic Library, the Internet, and the World Wide Web (WWW) via Netscape. Computer-assisted instruction programs are also available. The HPD laboratory operates under the auspices of the university Office of Information Technology User Services.

Microcomputer Laboratory hours:

Monday–Thursday, 8:00 a.m.–midnight

Friday, 8:00 a.m.–11:00 p.m.

Saturday–Sunday, 10:00 a.m.–10:00 p.m.

Student Lounge

Students who wish to relax may use the student lounge on the second floor of the HPD Library/Laboratory Building during their free hours. Vending machines, pay telephones, and video games are provided for student use.

Students have always shown responsibility for general cleanliness and preventing damage to the area. The administration expects this precedent to continue in the future.

HPD Policies and Procedures

Acceptance of Professional Fees

The activities of students are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, or public health. It is a violation of the law and contrary to the policy of this university for any unlicensed person to attempt to engage in the professional practice of health care.

Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by law.

AIDS Policy

The university has adopted the following AIDS policy: Nova Southeastern University Health Professions Division recognizes its responsibilities for the health and welfare its students and faculty and staff members, as well as its responsibilities to patients suffering from AIDS or harboring the Human Immunodeficiency Virus (HIV). While the division does not subscribe to compulsory HIV testing either as a screening device or in individual cases, some rotation sites require this test and students must comply. As an institution of medical learning, the division provides each student/faculty/staff person knowledge to understand the AIDS problem, including AIDS testing, treatment, and counseling by community services. The division provides an annual seminar to all students, faculty members, and staff members. The division recommends universal precautions in all laboratory and clinical settings. The division reserves the right to alter this policy as new information on AIDS becomes available.

Students should consult their physician for HIV testing or treatment immediately following exposure.

Core Performance Standards for Admission and Progress

The Nova Southeastern University Health Professions Division is pledged to the admission and matriculation of qualified students and wishes to acknowledge awareness of laws which prohibit discrimination against anyone on the basis of race, color, national origin, religion, sex or disability.

Regarding those students with verifiable disabilities, the university will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain minimal technical standards (core performance standards) as set forth herein with or without reasonable accommodation. In adopting these standards, the university believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually serve. The standards reflect what the university believes are reasonable expectations required of health professions students and personnel in performing common functions.

The holders of health care degrees must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for Health Professions Division degrees must be able to integrate consistently, quickly, and accurately all information received, and they must have the ability to learn, integrate, analyze, and synthesize data.

Candidates for degrees offered by the Health Professions Division must have, with or without reasonable accommodation, multiple abilities and skills including intellectual, conceptual, integrative, and

quantitative abilities; interpersonal communication; mobility and strength; motor skills; hearing, visual, tactile, behavioral, and social attributes. Candidates for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.

Intellectual, Conceptual, Integrative, and Qualitative Abilities

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving—a critical skill—requires all of these intellectual abilities. Candidates and students must have critical thinking ability sufficient for good clinical judgment. This is necessary to identify cause-effect relationships in clinical situations and to develop plans of care. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Interpersonal Communication

Candidates and students should be able to interact with and observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Motor Skills

Candidates and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required to some health care professionals are cardio-pulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the ability to calibrate and use various pieces of equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. Physical therapy and occupational therapy students must be able to position patients for treatment, as well as teaching the functions involving gross and fine movements. Pharmacy candidates and students must have sufficient motor skills to weight chemical and pharmaceutical (including intravenous) solutions, prepare prescriptions and carry out sterile procedures.

Strength and Mobility

Candidates and students must have sufficient mobility to attend to emergency codes and to perform such maneuvers as CPR when required. They must have the physical ability to move sufficiently from room to room and to maneuver in small places. Osteopathic medical students must have the ability to position patients for the administration and delivery of osteopathic manipulative treatment in a variety of settings and to position and move patients when required.

Pharmacy students must be able to move about within a pharmacy setting and a patient's room.

Physical therapy and occupational therapy students must be able to administer treatment in a variety of settings and positions and move patients when required.

Hearing

Candidates and students should have sufficient auditory ability to monitor and assess health needs. They must be able to hear information given by the patient in answer to inquiries; to hear cries for help; to hear features in an examination, such as the auscultatory sounds; and to be able to monitor equipment.

Visual

Candidates and students must have visual ability sufficient for observation and assessment necessary in patient care. It must be consistent in many cases with being able to assess asymmetry, range of motion, and tissue texture changes. Osteopathic Medicine, Optometry, and Physician Assistant students must have sufficient visual ability to use ophthalmologic instruments. It is necessary to have adequate visual capabilities for proper evaluation and treatment integration. Candidates and students must be able to observe the patient and the patient's responses including body language and features of the examination and treatment. Pharmacy students must be able to interpret prescriptions and medical orders, as well as to inspect medicine for deterioration or expiration.

Tactile

Candidates and students must have sufficient tactile ability for physical assessment. They must be able to perform palpation, functions of physical examination, and/or those related to therapeutic intervention. Pharmacy students must be able to measure and compound, sometimes transferring from container to container and to carry out sterile procedures. Dental students must be able to deliver appropriate treatment using high technology equipment such as dental drills and surgical instruments.

Behavioral and Social Attributes

Candidates and students must possess the emotional health required for full utilization of their intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to the diagnosis and care of patients; and the development of mature, sensitive, and effective relationship with patients. Candidates and students must be able to physically tolerate taxing workloads, to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and education process.

Sensory

Osteopathic students and physician assistants are required to have an enhanced ability to utilize their sensory skills. These enhanced tactile and proprioceptive sensory skills are essential for appropriate osteopathic evaluation and treatment of patients.

Dress Code

Students in the Health Professions Division must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the division campus and in classes or laboratory or on an experiential rotation or program. The following constitute acceptable attire:

1. Students must wear their white consultation jackets with their names and appropriate college designation embroidered over or on the left breast pocket. A white jacket is to be worn daily over the prescribed attire.
2. Shirt, tie, slacks, socks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes.
3. Matching scrub sets, socks, and shoes.
In addition to the above attire, students must wear their white clinical jacket.
4. Identification badges will be issued at the Division Badge Room

and must be worn at all times when the student is on campus or clinical rotation.

Students may not wear the following:

- shorts
- cut-offs
- mini-skirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops
- sandals, thongs, flip-flops, or sneakers
- t-shirts (as the outer shirt)
- jogging or exercise clothing
- hats or caps, unless of a religious nature

These guidelines apply on campus from 8:00 a.m.–5:00 p.m., Monday through Friday and while on duty on rotations.

Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrub suits in anatomy laboratory), it will be the only exception to the dress code allowed during that time.

The dress code is to be observed at all times including mid-terms and examination periods.

Educational Records

Record of Request for Disclosure

The university will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

Correction of Education Records

Students have the right to ask to have corrected any records they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. students must ask appropriate officials of the university to amend a record. In so doing, the students should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of their privacy or other rights.
2. the university may comply with the request or it may decide not to comply. If it decides not to comply, the university will notify the student of the decision and will advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. on request, the university will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. a hearing officer who is a disinterested party will conduct the hearing; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's original records. One or more individuals may assist the student, including an attorney.

5. the university will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the university decides the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

Food in the Lecture Halls

Food, beverages, and tobacco are not permitted in the lecture halls, laboratories, or university clinics. No smoking is permitted inside any division building.

Identification Badges

Students must wear identification badges at all times while on campus. I.D. badges are not transferable. I.D. badges are issued at the Division Badge Room. These badges are given to the student at no charge except for replacement.

Identification Requirements and Fieldwork Prerequisites

An affiliated clinical/fieldwork teaching facility may also require a student to pass a state of Florida Department of Health screening before rotation. Other requirements, which may be held by the affiliated facility include, but are not limited to, fingerprinting, criminal background check, urinalysis for drugs and alcohol, and proof of immunization. If a student does not meet all requirements held by the affiliated facility before the first day of the scheduled placement, the student's placement will be canceled, or if the placement has begun, the student will be asked to leave.

Immunization Requirements

The following immunization procedures are required of all students at the Health Professions Division:

Basic Immunizations: Every student is required to have had an immunization for the following diseases before matriculating at Nova Southeastern University: diphtheria-pertussis-tetanus (or diphtheria-tetanus), varicella (chicken pox), and measles-mumps-rubella. A written memorandum of the immunization given and the date, signed by a physician, must be filed with the Office of Admissions on the day of registration at the latest. These basic immunizations are the financial responsibility of the student.

Hepatitis B Vaccine: Since every student at the Health Professions Division potentially can be exposed to this deadly virus, and since many rotation sites require it of personnel, we will administer and require Hepatitis B vaccination for every entering student during the first year. The cost of this vaccination will be supported through the student activities fee.

Tuberculosis: Because of the resurgence of tuberculosis and the possible exposure of students to TB, the Health Professions Division will require and provide a yearly tuberculosis test for every student. The student activities fee, too, will support this.

Arrangements: The University Health Service will schedule appointments for students for tuberculosis testing and for Hepatitis B vaccination. Because both of these require preparation, any student who does not keep a scheduled vaccination appointment will be required to pay for the immunization personally.

The university is not required to provide alternate sites for clinical practicum or rotations should immunization be a requirement for placement. Therefore, the student may be delayed in meeting the graduation requirements of their program.

Notices, Messages, and Posters

After approval from Student Affairs, students may post notices on the bulletin boards located in the student lounge and other locations. Other boards are provided for university or division business only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No notices, announcements, posters, or any other papers may be posted anywhere, including doors, windows, and elevators, except on bulletin boards provided for that purpose.

Photographs and Recordings

No one may take photographs in classrooms or laboratories without prior permission of the instructor. Absolutely no photographs may be taken in the anatomy laboratories. Students wishing to tape-record lectures must obtain permission from the instructor.

Social Events and Extracurricular Activities

All extracurricular activities by division-recognized organizations, on campus and off campus, must be approved in advance by the Division Office of Student Affairs. A student or group of students may not officially represent the division or the university, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the Division Office of Student Affairs and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Division Office of Student Affairs at least two weeks in advance. The Division Office of Student Affairs must approve activities before the coordinator of educational support can assign a room, and no meeting announcements may be made until approval is made. A specific room will be assigned for the function. No announcements can be posted unless the Division Office of Student Affairs gives authorization. Forms and additional information are obtainable from the Division Office of Student Affairs.

Student Employment

Due to the intensity of all academic programs, outside employment during regular school terms is strongly discouraged.

Student Health Examinations

A complete physical examination, comprehensive dental examination, and a comprehensive eye examination, consistent with the standard university form, are required of every student.

Students may have these done by their personal physician, their personal eye doctor (optometrist or ophthalmologist), or their personal dentist before matriculation. Forms will be distributed by the Division Office of Admissions and Student Affairs to each matriculant as part of the admissions package.

Students may request that the University Health Service do these examinations after matriculation.

The University Health Service will make appointments in as timely a manner as possible, and the appointments, once made, become an obligation of the student, and must be kept.

Reports of the three examinations (whether done privately or by the university) will be filed in the student's file.

Student Insurance Requirement

It is required that each Health Professions Division student carry adequate personal medical and hospital insurance. It is strongly suggested that students and their families avail themselves of the insurance plan obtainable through the university. Students who choose another policy will be required to show proof of adequate continuing medical coverage for the mandatory insurance. Those with lapsed or inadequate insurance will be held financially responsible for obligations incurred before graduation.

Student Mail Boxes

The Division Office of Student Affairs will assign mailboxes at the beginning of each academic year. Students are requested to receive their personal mail at home. Student mailboxes are provided only for campus correspondence. They are located in the student lounge in the Library/Laboratory Building.

Please note that all university correspondence will be deposited in these mailboxes. They should be checked every day.

Telephone Calls

A student will not be called from class for a telephone call except in cases of extreme emergency. Other urgent messages may be left with the telephone operator. Outgoing calls made by students should be made from pay phones located outside the library or at various other locations throughout the campus. Use of the division office phones is not permitted under any circumstances.

Visits to Other Institutions

Students in the Health Professions Division may not visit, in an official or presumably official capacity as a professional school student, any health-related institution (hospital, pharmacy, practitioner's office, clinic, etc.) or any health school without express permission of the dean. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed.

College of Optometry



College of Optometry

Personnel

David S. Loshin, O.D., Ph.D., F.A.A.O.

Dean

Room 1404/Ext. 1404

The dean is the chief academic and fiscal officer of the College of Optometry and is responsible for all aspects of the academic and clinical program including the college-operated clinics—The Eye Institute. He oversees the activities of all subordinate administrators and faculty members and is referred matters that cannot be addressed by the associate dean, department chairs, or administrators.

Paul Abplanalp, Ph.D., O.D.

Associate Dean for Academic Affairs

Room 1406/Ext. 1406

The associate dean for academic affairs is responsible for the administration of the academic programs of the College of Optometry. He monitors student performance in all aspects of the professional program. He is responsible for the evaluation and enhancement of the quality of faculty teaching. He performs additional duties at the direction and discretion of the dean.

Christopher Woodruff, O.D.

Assistant Dean for Student Affairs

Room 1410/Ext. 1410

The assistant dean for student affairs is responsible for all optometric student affairs and interfaces with all student optometry groups. He also supervises the admissions process and is in charge of student recruitment.

Heidi Wagner, O.D., F.A.A.O.

Chair, Department of Clinics

Room 1466/Ext. 1466

The chair ensures and administers the clinical education and training of the optometry program primarily within the clinic sites of The Eye Institute. She oversees the clinical chiefs in such areas as primary care, pediatrics/binocular vision, visual rehabilitation, contact lenses, and electrodiagnostics.

Josephine Shallo-Hoffmann, Ph.D., F.A.A.O.

Chair, Research and Graduate Programs

Room 1496/Ext. 4226

The research chair promotes and assists optometric faculty and students to pursue research and scholarship. The graduate chair oversees the development and operation of the master's degree in clinical vision research program within the college and in conjunction with other NSU educational centers.

Stacey Coulter, O.D., F.A.A.O.

Chair, Department of Optometric Sciences

Room 1438/Ext. 1438

The chair ensures the educational administrative implementation of courses that fall within the optometric clinical science department and is responsible for interacting with faculty members and students for these courses.

Kimberly Reed, O.D., F.A.A.O.

Director of Externship Program

Room 1498/Ext. 4227

The director coordinates the fourth year external clinical program, as well as the fourth year Primary Care and clinical rotations within The Eye Institute.

Alan Kabat, O.D., F.A.A.O.

Director of Residency Programs

Room 1470/Ext. 1470

The director oversees the internal and external residency programs. He is also directly responsible for organizing all of the clinical and didactic activities for the in-house residencies.

Raymond W. Pierie, O.D., F.A.A.O.

Chief Operations Officer for The Eye Institute

Room 1408/Ext. 1408

The chief operations officer directs the operational functions of the college-operated clinics within The Eye Institute.

Michael Fendick, O.D., Ph.D., F.A.A.O.

Director of Technology

Room 1456/Ext. 1456

The technology director coordinates (computer and Internet) information technology planning, purchasing, training, and maintenance throughout the college and assists college administrations, faculty and staff members, and students in the use of these resources.

Mission Statement

The mission of the College of Optometry is to educate and train optometric physicians to practice at the highest level of proficiency, integrity, and professionalism, and to provide a multidisciplinary environment that encourages and supports lifelong learning, scholarship, and community service.

ACADEMIC AFFAIRS

Baccalaureate Degree

All students entering the program without a baccalaureate degree will earn a bachelor of science degree in vision science upon successful completion of the first two years of the course of study. A student must obtain a bachelor's degree before the doctor of optometry degree can be awarded.

Curriculum

The curriculum is divided into three categories: basic science, optometric clinical science, and clinic. The basic science and optometric clinical science courses encompass the didactic portion of the academic program. The clinic courses involve patient care activities and occur primarily in the third and fourth academic years.

Kimberly Reed, O.D., F.A.A.O.

Director of Externship Program

Room 1498/Ext. 4227

The director coordinates the fourth year external clinical program, as well as the fourth year Primary Care and clinical rotations within The Eye Institute.

Alan Kabat, O.D., F.A.A.O.

Director of Residency Programs

Room 1470/Ext. 1470

The director oversees the internal and external residency programs. He is also directly responsible for organizing all of the clinical and didactic activities for the in-house residencies.

Raymond W. Pierie, O.D., F.A.A.O.

Chief Operations Officer for The Eye Institute

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Grading Policies and Procedures

Academic performance is assessed using percentage grades in a majority of didactic courses. A qualitative pass/fail/pass with honor grading system is used in the clinical rotations and in certain clinical courses.

Grades are awarded as follows:

- A 90 – 100
- B 80 – 89.9
- C 70 – 79.9
- F Below 70—Failure
- I Incomplete
- PH Pass with Honors
- P Pass
- PM Pass Marginally

If a student formally withdraws from the program prior to the last day of the tenth week of a semester with the endorsement of the associate dean for academic affairs, a grade of W will be entered for all courses for which the student was registered. Formal withdrawal after the tenth week but prior to the last week of classes of the semester will result in grades of W(P) or W(F) based on the student's performance up to that point. Students will not be permitted to withdraw from the program solely to avoid the award of failing grades.

Grade Point Average

The grade point average (GPA) is calculated using a standard percentage system, with weighting based on credit hours. In calculating GPA, the final grade received shall be used. Pass/Fail course grades are not used to calculate GPA. In the event of successful reexamination in a course, a standard grade of 70 percent, followed by the suffix R, is awarded and used in GPA calculations.

If a student fails a course that is graded on the P/F basis, and repeats the course successfully, the grade will be entered on his transcript as P (R).

Grade Disputes

A student who wishes to dispute a grade in an examination, quiz, clinic encounter, or any other graded exercise must give written notice to the instructor within five working days of the date that the student's grade is sent to the student's email address, or the day it is distributed to the class in general. The written notice must identify precisely what issues the student is disputing, and no additional claims may be added to the original one(s) once the disputation process is initiated. The instructor must respond to the student's claim within three working days of the time the initial notice of dispute is delivered. If the instructor is not directly available for whatever reason, the student must file written notice of the dispute with the concerned department head, or in his/her absence, with the associate dean for academic affairs, and the expiration of deadlines will be based on the time that the instructor subsequently becomes involved.

In the event that the student disagrees with the resolution offered by the instructor, he may appeal the decision to the concerned department head by presenting the department head with a written description of what he is disputing, within five working days of notification of the instructor's decision. The student may not include new material in this letter of appeal if it was available to him at the time the original dispute with the instructor was filed.

The final step in the chain of appeals is the dean or his designate, and all previous restrictions, including the five-working-day time limit, will apply.

Dean's List

Students receiving a 90 percent or above GPA are placed on the Dean's List for that semester. Students receiving a clinic grade of P(H) during their externships will be placed on the Dean's Clinical Honors List for that quarter.

Incomplete Course Work

A student receiving an Incomplete (I) in any didactic course must complete the course requirements within the semester immediately following receipt of the incomplete grade or the grade will become a Fail (F), and will be given a percentage score of 60 percent.

An instructor may, at his or her sole discretion, demand that course requirements be completed on a shorter time scale than one semester or quarter. A grade of I is appropriate only when a valid excuse for failing to complete the work—such as personal illness severe enough to seek medical help, severe illness or death within the third degree of kin, or other legitimate but unforeseen circumstances—has been validated. The mere failure to complete course requirements on time is more appropriately awarded a grade of F. Under no circumstances may an instructor award a grade of I for the sole purpose of permitting a student to avoid a failing grade. If a student fails to fulfill course requirements without a legitimate excuse, it is inappropriate to award the grade of incomplete; a grade of F should be awarded.

A student receiving an incomplete in any clinic course must complete the course requirements within the semester or quarter immediately following receipt of the incomplete grade or the grade will become F unless the student has the explicit written permission of the associate dean for academic affairs.

Advisers

Student Counseling

In principle, the college does not admit anyone to the program unless we believe that they can graduate, but unforeseen circumstances can occur. In the event that a student encounters significant difficulty of an academic nature, they are strongly advised to seek help immediately either from the concerned course instructor or the associate dean for academic affairs (for academic matters).

If further counseling is required, students should contact the appropriate department chair, as well as the assistant dean for student affairs (for non-academic matters).

Mentors

Each student is assigned to a faculty member upon matriculation who will assist the student with day-to-day issues/problems. Serious issues should be addressed with the assistant dean for student affairs.

Tutoring

The college provides group tutoring for courses that require such services. Students should contact the assistant dean for student affairs to request group tutoring.

Students who request an opportunity to practice their clinical skills may obtain access to the clinic procedures laboratory during library hours. Special clinic help sessions and supervised practice sessions may be requested through the department chair of optometric sciences or his or her designee.

Individual tutoring is available for a small fee through the optometry student honor society, Beta Sigma Kappa. Anyone interested in the tutoring service should contact the faculty adviser for BSK.

Academic Standing

There are four major categories for student academic classification. These categories and guidelines for each academic standing are listed below.

Good Standing

- Pass all courses
- Maintain cumulative and semester GPA of 74 percent or higher

Academic Warning

- Cumulative and/or semester GPA between 70–73.9 percent

Academic Probation

- Cumulative and/or semester GPA below 70 percent
- Failure of any course (but passing the subsequent retest)
- Failure of any clinic in any grading period
- Repeating an academic semester or semesters

Academic Dismissal

- Semester GPA below 70 percent in two consecutive grading periods
- Failure of three courses in one grading period
- Failure of clinic in any two grading periods whether or not they are consecutive
- Failure of clinic remediation
- Failure of a repeated course or a repeated clinic
- Failure of a reexamination
- Remaining on academic probation for more than one year
- Taking more than six years to complete the entire program
- Failure of any course after the career limit of four reexaminations has been reached
- Failure to complete reexamination within the specified time

Students on academic warning or academic probation will remain at that status until the GPA is raised appropriately or failed courses/clinics are remediated, retaken, or retested and passed. During the warning or probation period, students should limit extracurricular activities and refrain from obtaining employment. Students on academic probation will not be permitted to represent the college or hold office in any student organizations.

Students on academic probation as a consequence of failing a course but passing the reexamination will remain on probation for the next semester. Students on academic warning or probation will retain that status until the precipitating condition is corrected.

Academic Promotion

Readmission Policy

Any former student may apply for readmission to the professional program at any level, even if he or she has been previously dismissed for academic reasons. Readmission is the sole discretion of the dean who may consult with the SPAC, other administrators, and faculty members in making his decision.

A readmitted student should not expect to reenter the program at the same point that he or she withdrew. The level at which a student is readmitted is the sole province of the dean.

If the dean offers readmission to a student as an alternative to mandated dismissal (as recommended by the SPAC), a specific contract must be prepared that sets forth, exactly, the conditions that must be met, including the student's class status and date of matriculation. The student's readmission will be contingent on him or her accepting and signing this contract.

Students who seek readmission to the first semester of the first year must apply through the regular admissions process and must be better qualified than the first person on the alternate list.

The dean may, at his sole discretion, require candidates for readmission to undertake specific remediation of perceived deficits in preparation that may have undermined the candidate's initial efforts in the program. These may include, but are not confined to, undertaking additional preoptometric course work at specified levels of difficulty; seeking training in English, either spoken or written; correcting previously identified extenuating circumstances that may have interfered with the student's performance; or seeking treatment for medical or psychological problems that interfered with previous performance. An applicant for readmission will be required to document any of these requirements to the satisfaction of the dean.

Readmitted students will be held to the academic requirements of the class with which they will graduate, not the one with which they entered the program the first time. The optometric curriculum is sensitive to decay across time in the absence of reinforcement. Therefore, readmission with advanced standing should not be expected by a student when the student has been out of the program for a period longer than three years. Once readmitted students have matriculated, they may not attempt to renegotiate the conditions under which they were readmitted.

The Student Performance Advisory Committee (SPAC)

The Student Performance Advisory Committee (SPAC) shall advise the dean on matters concerning student failures, dismissal, promotion, leaves-of-absence, and other academic issues. The committee will conduct hearings for students accused of various forms of academic dishonesty. This committee will consist of the associate dean for academic affairs acting as the chair, the department heads for clinics, clinical science, and graduate studies, and two additional faculty members who will be appointed by the dean annually. The assistant dean for student affairs shall be an ex officio member. A quorum shall consist of five of the seven voting members. All members except the ex officio member are voting members. Tie votes will be considered negative. The committee shall generate its rules of procedure and transmit them to the dean. The dean will notify the committee of his decisions concerning cases heard by the committee, including the disposition of appeals.

Reexamination and Remediation Policy

In the event of course failure, the department chairs and associate dean will review the student's academic performance and status along with any additional relevant information. A recommendation will be made to the dean on academic sanctions and status. Academic sanctions include, but are not limited to, repeating the entire year or dismissal from the program. These recommendations and academic guidelines are subject to modification and implementation at the discretion of the dean or his designee on a case-by-case basis. Students are limited to a maximum of four reexaminations during their entire academic career. Additional course failures beyond this limit constitute a mandate for dismissal.

Reexaminations will ordinarily be scheduled to take place early in the summer session. It is the student's responsibility to inform themselves of the exact dates set by the administration and to hold themselves available for reexaminations, as scheduled.

A student who fails three courses in a single semester is not eligible for any reexaminations, because this record mandates dismissal. Similarly, students are entitled to no more than four reexaminations in an entire career; further failure of a fifth course (after utilizing the four permissible reexaminations) will result in a mandate for dismissal. Within these parameters, it is possible that a student could fail two courses in the fall semester, and two more in the spring semester and still be eligible for reexaminations because he did not exceed the three/semester or four/career limit.

A student who fails a reexamination given in the summer semester for a course that he or she initially failed in the preceding fall semester will face mandated dismissal in spite of the fact that he completed the spring semester successfully. In such a case, the student's dismissal is effective at the end of the spring semester, and the student will not be entitled to a tuition refund for the spring semester. Students who fail courses in the fall semester will be required to sign an acknowledgement of this stipulation before they will be allowed to register for the spring semester.

Didactic Courses

Students receiving a failing grade may be entitled to a reexamination. The reexamination will generally be administered early in the summer session. If a student passes the reexamination, the student will receive a grade of 70 percent, which will be used in calculating the GPA. The transcript will reflect a grade of 70R. A student may not be granted a second reexamination in any course. Failure of a reexamination results in a mandate for dismissal.

Clinic Courses

Students must pass all prerequisite didactic courses before participating in related clinics. Failure of a prerequisite didactic course will limit the options for externship sites and may delay graduation.

It is imperative that students demonstrate proficiency in various optometric procedures prior to admission into the third-year clinical education program. In the interest of patient safety and quality eye care, students must pass the clinical skills proficiency examinations prior to enrolling in clinic courses. Failure to pass the clinical skills proficiency examinations after three attempts will result in a mandated dismissal.

If it is determined that a student's performance is unacceptable and/or may be detrimental to the health and welfare of the patients, any instructor in the clinical program may recommend the removal of the student from direct patient care to the chair of the Department of Clinics. In the event the recommendation is upheld, the student will receive a failure for the course and will be placed on academic probation.

Protocol regarding failure of a clinic course and the clinic remediation program is documented in the Optometry Clinic Manual. Students on clinical remediation must be evaluated and updated on their progress at least four times during the semester. At the end of the semester, recommendations for continued remediation will be made to the department chairs and/or associate dean for academic affairs. The status of the student will be forwarded to the dean. A student may not be on a clinical remediation program for more than two consecutive semesters.

Students must complete additional didactic course work prior to enrollment in related specialty externships. For participation in the Pediatric and Binocular Vision Externship, the following course must be successfully completed: OPT 4434—Anomalies of Binocular Vision; OPT 5023—Anomalies of Binocular Vision II; and OPT 5633—Learning Disabilities/Pediatrics. For participation in the Geriatric and Low Vision Externship, the following courses must be completed: OPT 5411—Geriatric Optometry and OPT 6323—Rehabilitative Optometry. For participation in the Contact Lens Externship, OPT 5123—Contact Lens I and OPT 6123—Contact Lens II must be successfully completed.

Clinical Remediation

Students at risk for failure may be assigned to a remediation program that will necessitate completion of additional assignments. Should the student be recommended for remediation, the chief of service will submit a formal learning contract to the chair of the Department of Clinics and the associate dean of academic affairs. The goal of the remediation program is not to be punitive, rather it is to enhance the student's clinical performance and provide the student with the tools to be successful in completion of the rotation.

The chair of the Department of Clinics, will assign a faculty mentor to each student participating in clinical remediation. The chief of service may serve as the faculty mentor but is not required to. In addition to precepting the student in a clinical setting, the faculty mentor and the student will participate in a weekly tutorial. Additional protocol regarding failure of a clinic course and the clinical remediation program is addressed in the appropriate course syllabus.

Clinical Patient Encounter Log

Students are also required to maintain a detailed log of all patient encounters not documented by the QRS (Quick Recovery Medical Management System) in which they participated during the requisite rotation. The specific forms may be accessed online at www.nova.edu/~rumsey/test/NSUlog.html

Student Discipline and Dismissal Appeals

The associate dean for academic affairs will monitor the academic progress of all individual students, and, when a student incurs a mandate for dismissal, the associate dean will notify that student, via email, that the student is dismissed.

The first step in the chain of appeals for a student who wishes to dispute a mandated dismissal is the SPAC. In order to implement this appeal, the student must submit a letter to the chair of the SPAC within five working days of the date that the email notification was sent by the college. This letter must specify the basis for the appeal and the SPAC will not consider any material at a hearing that was not clearly identified in this initial letter. The SPAC will schedule a hearing on the student's appeal in a timely fashion. The student will be permitted to present his/her case to the SPAC. This hearing shall be closed to everyone except the SPAC membership and the petitioning student, although witnesses may be called by either side.

The SPAC will reach a decision and make a recommendation to the dean, who may endorse or modify the outcome. The dean will then transmit his decision to the petitioner via email. The petitioner may appeal the dean's decision to the appeals board of the College of Optometry (see below). A student may not introduce new issues or evidence that was available or should have been available at the time of the initial appeal to the SPAC at any stage of the sequence of appeals.

While a student's appeal is under consideration, he/she may continue to attend classes and laboratories (but not clinic assignments) in order to avoid further academic liability should a decision in their favor be rendered. However, the student will be required to pay tuition for the privilege of attending classes during appeal. If the mandate for dismissal is upheld, the dismissal will be effective upon the date that the final decision in the chain of appeals is generated. Thus, any tuition refund that would be due will be calculated with the same formula that is applied to voluntary withdrawals. Students may expect that decisions rendered at each stage in the chain of appeals will be made within a reasonable time frame that does not compromise the thoroughness and quality of the process, but no specific time limit is imposed.

In appealing a mandated dismissal, a student may not bypass any element in the chain of appeals. The initial appeal must be directed to the SPAC, and all subsequent appeals must follow the sequence

outlined above. If a student fails to file an appeal of a mandated dismissal with the SPAC within the identified time frame, the student will be notified by the dean that he/she is no longer a student at Nova Southeastern University, and that no route of appeal is available to the student by forfeit.

Appeals Board

Decisions of the dean may be appealed to the appeals board of the College of Optometry. Students who elect to follow this route should seek the input/advice of the assistant dean for student affairs.

Appeals Board Hearing Guidelines

The student appeals hearing is an informal proceeding and consists of four members and a chair. The hearing shall be internal, private, and closed to nonuniversity persons. Nonuniversity personnel are not available for consultation during these hearings. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Optometry.

Appeals Board Responsibilities

The appeals board will hear all student appeals of decisions made by the dean of the College of Optometry relating to either dismissal or disciplinary actions as defined in the *Student Handbook*. If a student appeals the decision of the dean, the appeal must be in writing and submitted to the chair of the appeals board within five business days (excluding holidays and weekends) after the date of receiving notification of the dean's decision. Any appeals not submitted to the chair of the appeals board within this time frame shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought. No new evidence may be introduced during the appeals process.

Committee Membership

The committee shall consist of the vice chancellor and provost of the Health Professions Division or designee, three faculty members, and a chair from the college faculty appointed by the dean of the College of Optometry.

Hearing Protocol

- The appeals board hearing will proceed under the direction of the chair.
- Summary notes of the hearing may be taken.
- The student will be notified of the date, place, and time of the hearing via the student's NSU email account. Any student who fails to appear at the designated date and time will automatically waive his/her right to appeal.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.
- The student will provide the chair with a list of any witnesses he/she may have, in writing, no later than three business days before the hearing date.
- The student will be present only during his/her testimony.
- Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witness(es) or with the student.
- The appeals board may question any witness(es) present during the hearing.
- The appeals board will have the option of calling more witness(es). The student shall not be present during the questioning of any witnesses.

Appeals Hearing Process

1. The chair will convene the hearing with only board members present.
2. The chair will advise the board members of the charge(s) and the dean's decision, review the evidence, respond to any questions, and provide opportunity for any additional input from ex officio members.
3. Witnesses will be called individually by the board and questioned without the student being present.
4. Witnesses may be asked to remain outside the hearing room for later recall or dismissed at the board's discretion.
5. When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.
6. The chair will introduce the student to the board members.
7. The student will have an opportunity to present his/her appeal, provide statements and evidence in defense of the alleged violation(s), appeal the degree of disciplinary action, summarize his/her position, and respond to any questions from the board members.
8. The chair will then dismiss the student from the hearing.
9. The board members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The board may delay the vote if it determines that additional information or facts are needed before a vote.
10. The chair will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

Notification of the Appeals Board Decision

The chair will forward the decision of the board in writing to the dean who will forward it to the student via hand delivered mail. All decisions of the appeals board will be final and binding. No further option for appeal will be considered.

Course and Instructor Evaluation

Each student has a responsibility in his or her professional development to provide constructive evaluation for each course, clinical rotation, and instructor in the curriculum. This responsibility will be met by participation in course and clinical rotation evaluations that are routinely administered by the college.

For clinical rotations in the third and fourth years, students are provided with special evaluation forms to be used in independently assessing each rotation at its completion. These evaluations will be forwarded to the Office of the Dean for appropriate tabulation.

Student Examinations

Students will participate as patients for fellow student examiners throughout their career in optometry school. This is necessary for students to master clinical techniques. It is also important to experience the same procedures to which patients will be subjected.

Some individuals have ocular conditions that place them at risk for complications as a result of frequent testing. If a student knows of any conditions that testing may exacerbate, he or she should notify the dean in writing. If any conditions are discovered during laboratory sessions, the student will be informed at once.

If there is a condition that places a student at risk from the type of testing done in laboratories, that student will be required to be examined by a health professional of the dean's choice, who shall render an opinion on the safety of testing. This opinion shall form the basis of a decision to continue or discontinue serving in the role of patient in certain laboratories. As in all such situations, the student has the right to appeal this decision.

Students should refrain from having any voluntary ocular procedures such as refractive surgery performed. If such procedures will prevent them from serving as a patient for clinical procedures, they may be required to take a leave of absence until they can again fully participate in laboratory and clinical exercises.

Computer-Related Requirements Specific to the College of Optometry

Every student enrolled in the College of Optometry is required to obtain and maintain an NSU computer account throughout the period of enrollment. All program-related announcements and information are provided by electronic mail only to these NSU accounts. Notifications of grades, right of appeal, and other announcements of a timed or dated nature will be considered as delivered from the moment they are posted to a student's email account. Additionally, an NSU account user name and password is required for access to certain educational resources and services provided and/or required by the university and College of Optometry. For convenience, a mechanism is provided by which mail may be forwarded from a student's NSU account to another electronic mail address, but the university assumes no responsibility for successful delivery of mail forwarded outside of the NSU domain. For this reason, we strongly recommend against this tactic.

It is every student's responsibility to comply with all university policies concerning the appropriate use of university computing resources. Failure to comply with these policies may result in loss of one's university computing privileges. Because an NSU account is required to access certain learning materials and services essential to progress within the optometry curriculum, loss of such privileges could make it impossible to complete the optometry degree program and could result in the student's dismissal from the college.

Each student is required to possess a personal computer for his or her exclusive use. Functional specifications for this computer will be announced along with other elements of required equipment.

Class and Examination Schedules

Schedules for both classes and examinations are determined by the dean's office in consultation with concerned faculty members. Student input may also be solicited on appropriate issues. Students and their representatives must refrain from generating other arrangements.

Externships

An important part of students' clinical training is achieved through service on an externship. Assignment to externship rotations is a critical element of each student's professional development. Therefore, this assignment is made by the collective professional judgment of a faculty committee in order to provide the best possible match between the characteristics of a specific externship site and the particular academic and clinical abilities and needs of each student without compromise to the standards and reputation of either the externship site or NSU.

Requirements for Graduation

The bachelor's degree(s) in vision science and the doctoral degree in optometry are awarded to candidates who have demonstrated to the faculty their ability to meet the standards of the optometric program. The degree(s) will be conferred on all candidates who have satisfactorily completed all course and eligibility requirements.

In order to be eligible for the degree of bachelor of science in vision science, each student shall

- a. have not obtained a previous baccalaureate degree.
- b. have satisfactorily completed the program of study required for the degree with a minimum overall GPA of 70 percent.
- c. have satisfactorily met all financial obligations.

In order to be eligible for the degree of doctor of optometry, each student shall

- a. have satisfactorily completed the program of study required for the degree, including all assignments, with a minimum overall GPA of 70 percent.
- b. have satisfactorily met all financial obligations.
- c. have taken the National Board of Examiners in Optometry Basic Science (Part I) and Clinical Science (Part II) examinations. It is the student's responsibility to have a copy of the grade reports sent directly to the College by the National Board of Examiners in Optometry as proof of taking the exam. A student's degree may be withheld until this obligation is met.
- d. have obtained a baccalaureate degree.
- e. attend the rehearsal and commencement program in person at which time he or she's degree is conferred.

Graduation with Honors

Students receiving their O.D. degree are eligible for the following honors:

1. students receiving a 90–94.9 percent GPA will graduate with Honors.
2. students receiving a 95 percent or better will graduate with Highest Honors.

Address Change/Name Change

It is critical for the university to have your current local address, telephone number, name, etc., on file so that we may contact you if necessary. If, after enrolling, any information of this type changes, you must inform both the dean's office and the Office of the University Registrar. It is important to note that notifications of various academic or disciplinary actions and expectations will be considered as having been properly delivered when they are sent to the last confirmed address or email address that the institution possesses for each student.

Leave of Absence

A formal leave of absence (LOA) consists of a temporary withdrawal from the program of study taken/granted to deal with unexpected overwhelming circumstances such as poor health, financial exigencies, or the need to care for a family member, including a newborn child. An LOA may not be used to avoid the consequences of an academic sanction or to negate the effect of a failing academic performance.

A request for an LOA must be submitted in writing to the chair of the Student Performance Advisory Committee via the associate dean for academic affairs. The SPAC will meet personally with the applicant and will rule on the validity of the request and determine the parameters of the LOA. Ordinarily, an LOA will be permitted for the period of an entire academic year in order to facilitate

the student's reentry to the program. There shall be a limit of only one year of excused temporary withdrawal from the program (LOA).

A student granted an LOA will be held to the graduation requirements of the class with which he or she will graduate, not the one to which they were originally admitted. A student granted an LOA will be required to sign a contract that specifies the parameters of the leave and which may not be renegotiated once the leave has commenced. Failure to resume studies at the terminal date of an LOA will be regarded as a voluntary withdrawal from the program, and will be documented on the official transcript.

The time spent on an LOA will not be counted toward the six-year limit imposed for the completion of the program.

National Board Examination

All students must take Parts I and II of the examinations of the National Board of Examiners in Optometry prior to graduation, documented by sending a copy of the test scores to the Office of the Dean. Filing procedures can be obtained through the Office of the Dean.

Part I must be taken after the completion of the second year. Part II must be taken during the fall semester of the fourth year.

CODE OF BEHAVIORAL STANDARDS

All students enrolled in the college are governed by the Code of Behavioral Standards adopted by the university and the Health Professions Division and by the additional elements identified in this *Student Handbook*.

Students enrolled at the Nova Southeastern University College of Optometry are expected to exhibit behavior consistent with the high standards of the optometric profession. Compliance with institutional rules and regulations, as well as city, state, and federal law is expected.

Optometry students shall act honorably and ethically and shall not tolerate dishonest, unethical actions or inappropriate conduct. It is not possible to enumerate all forms of inappropriate behavior that would raise serious questions concerning a student's status as a student optometric physician or a student's ability to practice after graduation.

Every student shall dress in a manner appropriate for the optometric profession and for an optometric physician in accordance with the Health Professions Division dress code.

Attendance

Attendance at all scheduled clinic sessions and other exercises involving the delivery of patient care is mandatory. Attendance at didactic classes and laboratory sessions is also mandated. A student may anticipate the need to be absent from a class, lab or clinic; in such cases, the student must seek prior approval for the absence through the assistant dean for student affairs. In the event of an unanticipated absence, a student must notify both the instructor and the assistant dean for student affairs promptly via phone or email.

Every member of the college community has the duty to file a complaint with the Office of the Dean of the College of Optometry whenever it is believed that a substantial violation of the code has occurred. Failure to report a violation of the code is, itself, a violation.

Disciplinary matters involving academic dishonesty, professionalism, and/or clinical care will be dealt with by the Office of the Dean of the College of Optometry. Nonacademic disciplinary matters, including those involving violence, threats of violence, or criminal activity may be referred to the Office of the Dean of Student Affairs of Nova Southeastern University, at the discretion of the dean, for investigation and disposition.

College of Optometry Clinical Dress Code and Behavioral Standards

The Health Profession Division campus dress code described in the HPD Policies and Procedures section of this handbook will be strictly enforced. Monitoring the standards of dress is the responsibility of students, faculty members, and administrators. Faculty members and administrators are expected to provide exemplary behavior.

Clinical dress-code standards are designed to instill confidence in patients. Although the dress code in South Florida is more casual than in other parts of the country, The Eye Institute patient base is diverse in terms of patient age, geographical origin, and cultural background. The dress code is intended to describe attire deemed appropriate by almost all members of our patient base.

White jackets may be removed at the discretion of the attending optometrist, based on the climate of the clinic and/or the demographics of the patient base. (e.g. pediatric patient population)

Further examples of inappropriate grooming, dress, or student conduct include the following:

- Plunging necklines, low cut backs, large openings on sleeveless tops, or see-through material
- Tight shirts, dresses, or skirts with slits above the knee, stirrup or stretch pants
- Visible navels, piercings placed anywhere other than ears, unnatural nail grooming
- “Floppy” shoes, sandals, slippers, or any foot wear resembling beachwear
- Body odor, excessive perfume or aftershave, or bad breath
- Denim as it is generally perceived as excessively casual for a clinical setting
- Gum chewing
- Beverages or food in patient care areas
- Performance not consistent with The Eye Institute’s Patient Bill of Rights
- Behavior not compliant with clinic policies related to medical records, QRS and OSHA standards

Non-Academic Disciplinary Procedures

For non-academic disciplinary matters or violations of the Code of Student Conduct see the Student Rights and Responsibilities Section in this handbook.

STUDENT ACTIVITIES

Students may participate in a variety of organizations. Below are some student organizations officially recognized by the university:

Health Professions Division

Health Professions Division Student Government

The Health Professions Division Student Government is recognized by the Health Professions Division Administration as the official student voice on all HPD issues. The student members of the organization are the president and vice president of each of the college's student councils.

College of Optometry Student Organizations

Optometry Student Government Association (OSGA)

OSGA is the official voice for all students. The organization is open to all students and welcomes proposals and participation from the entire student body.

The responsibilities of OSGA include collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the entire student body, promoting optometry, supporting club and class activities, and working to improve the quality of life for all students at Nova Southeastern University College of Optometry (NSU-COO).

Four voting representatives are selected from each class. In the spring of each year, OSGA officers—president, vice president, secretary, and treasurer—are nominated from this pool of representatives.

American Optometric Student Association (AOSA)

This is the international professional student organization for optometric students. The AOSA consists of more than 4,700 optometry students from 17 schools and colleges of optometry in the United States, Canada, and Puerto Rico.

AOSA sponsors annual conferences that enable students to meet and gain knowledge through lectures, presentations, and exhibits.

Beta Sigma Kappa

Beta Sigma Kappa is an international optometric honor fraternity that has chapters at the 17 accredited schools and colleges of optometry in the United States, Puerto Rico, and Canada.

This is a fellowship of members who work jointly to promote academic and scientific excellence, as well as high moral standards in the profession of optometry. The fraternity members “stand for an active, sympathetic interest in public welfare, particularly, for the conservation of vision, the prevention of blindness, and for using their influence to further the best standards of professional education and practice.” (The BSK Creed)

Activities include tutoring, guest lecturers, vision screenings, fund raising events, and banquets.

College of Optometrists in Vision Development (COVD)

The College of Optometrists in Vision Development is a full-scope optometric-care organization dedicated to the enhancement of vision. It brings together those optometric students who have demonstrated professional interest and proficiency in helping people to develop and enhance scholastic achievement, vocational competence, social interaction, and emotional well-being.

National Optometric Student Association (NOSA)

The National Optometric Student Association is the professional organization dedicated to increasing minority participation in optometry. Membership is open to individuals of all races, colors, and creeds. The local chapter provides service to schools and churches in minority communities in the form of vision screenings and presentations.

Volunteer Optometric Services to Humanity (VOSH)

The mission of the Volunteer Optometric Services to Humanity is to provide optometric services in underdeveloped countries. The student body has recently organized a student VOSH chapter.

CHANGES IN THE STUDENT HANDBOOK

Changes may be made in the contents of this *Student Handbook* at any time by university or division administration. Adequate notice will be given to all students of any anticipated changes, whenever possible.

This *Student Handbook* supersedes all previous handbooks and previous directives where they may be in conflict.

Appendix



Appendix A

Controlled Substances—Uses and Effects

Narcotics	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine	II, III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected	see above	see above	see above
Codeine	II, III, V	Tylenol with codeine, Empirin with codeine, Robitussin A-C, Fiorinal with codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected	see above	see above	see above
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked	see above	see above	see above
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected	see above	see above	see above
Other Narcotics	I, II, III, IV, V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected	see above	see above	see above

*Not designated a narcotic under the CSA.

Depressants	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II, III, IV	Anytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Moderate	High-Moderate	Yes	1-16	Oral	see above	see above	see above
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral	see above	see above	see above
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral	see above	see above	see above
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral	see above	see above	see above
Other Depressants	III	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral	see above	see above	see above

Cannabis	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Marijuana	I	Pot, Grass, Acapulco Gold, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I, II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above

Depressants	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II, III, IV	Anytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Moderate	High-Moderate	Yes	1-16	Oral	see above	see above	see above
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral	see above	see above	see above
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral	see above	see above	see above
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral	see above	see above	see above
Other Depressants	III	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral	see above	see above	see above

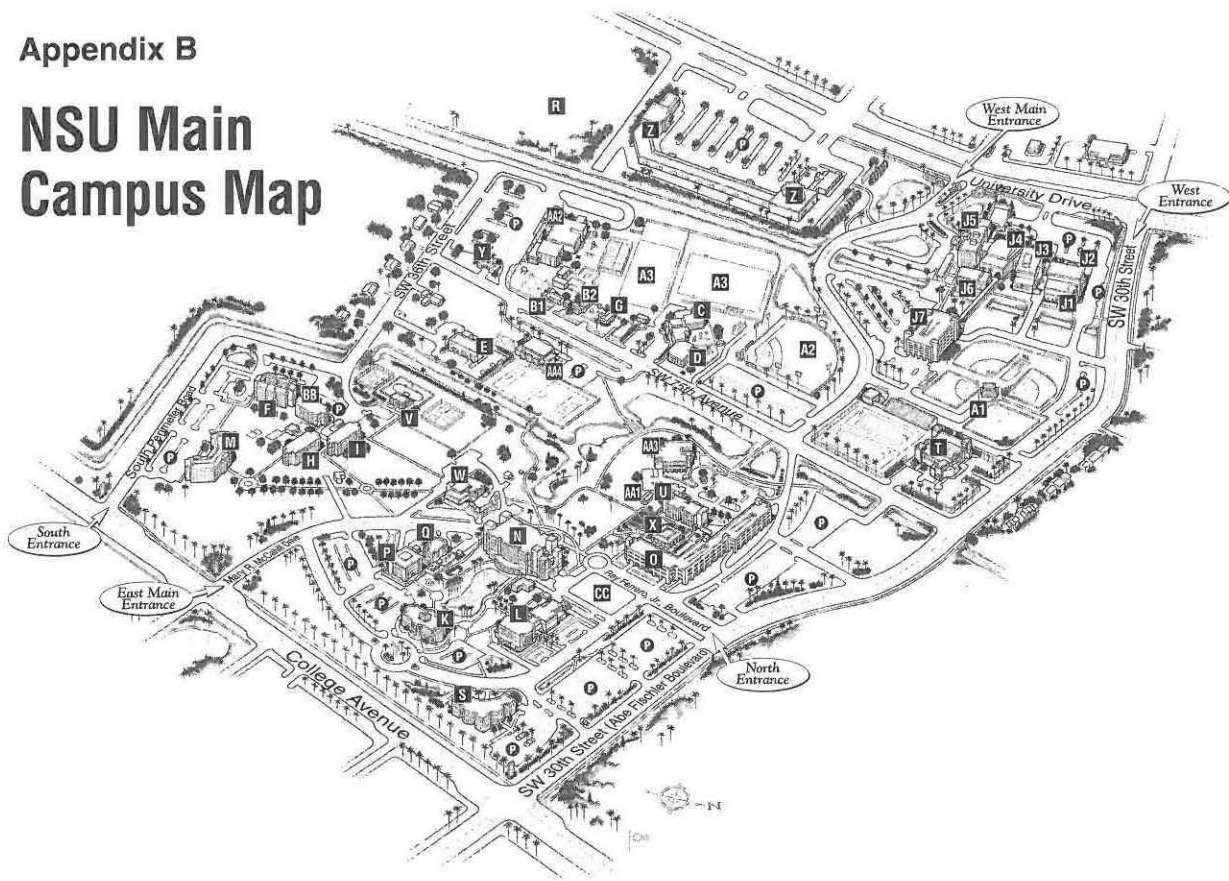
Cannabis	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Marijuana	I	Pot, Grass, Acapulco Gold, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I, II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above

Stimulants	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Cocaine**	II	Coke, Flake, Snow, Crack, Big C, Blow, Lady, Rock	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected	see above	see above	see above
Other Stimulants	III, IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Pepanil, Prelu-2	Weight control	Possible	Moderate	Yes	2-4	Oral, injected	see above	see above	see above

**Designated a narcotic under the CSA.

Hallucinogens	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer and more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral	see above	see above	see above
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected	see above	see above	see above
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Phencyclidine Analogues	I	PCP, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed	see above	see above	see above

NSU Main Campus Map



Farquhar Center for Undergraduate Studies	P, U
Farquhar Residence Hall	H
Financial Aid	K
Financial Operations	K
Flight Deck	W
Founders Residence Hall	I
HPD Administration	J5
HPD Admissions	J5
HPD Library	J3
Human Resources	K
Information Technologies	P
Institute for Learning in Retirement	Z
Institutional Advancement	K
International Students	K
Legal Affairs	K
Leo Goodwin Sr. Hall	L
Leo Goodwin Sr. Residence Hall	M
Library, Research, and Information Technology Center	N
Mail Center	E
Mailman Segal Institute for Early Childhood Studies	Q
Mailman Segal Institute for Early Childhood Studies (future home)	R
Miami Dolphins Training Facility	T
NSU Card Office	K
One-Stop Shop (includes Registrar, Bursar, and Financial Aid)	K
Parking Garages (public)	J7, O
Physical Plant	E

President's Office	K
Public Affairs	K
Publications	E
Public Safety	E, U
Purchasing	K
Recreation and Wellness	V
Recreation Facilities	V
Registrar's Office	K
Residential Life and Housing	M
Sanford L. Ziff Health Care Center	J2
Science Annex	X
Shepard Broad Law Center	L
Student Affairs	W
Student Government Association	W
Terry Administration Building	J5
The Knight Newspaper	U
Travel Office	E
Undergraduate Marketing	Z
University Archives	N
University Research and Planning	Z
University School—Annex	AA1
University School—Lower	AA2
University School—Middle/Upper	AA3
University School Sports Center	AA4
Veterans Affairs	K
Vettel Residence Hall	BB
Wayne Huizenga Graduate School of Business and Entrepreneurship (future home)	CC
Women's Resource Institute	Y
WNSU Radio Station	W



NOVA SOUTHEASTERN UNIVERSITY

Health Professions Division

College of Optometry

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